



CADRES Mediator User's Guide

www.courts.maine.gov/voucher

State of Maine Judicial Branch
Administrative Office of the Courts

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The purpose of ADRIS is to streamline the process of submitting mediation reports and payment vouchers, eliminate or reduce errors and improve the ability to track information about mediation.

I. ACCESSING THE ADRIS WEBSITE

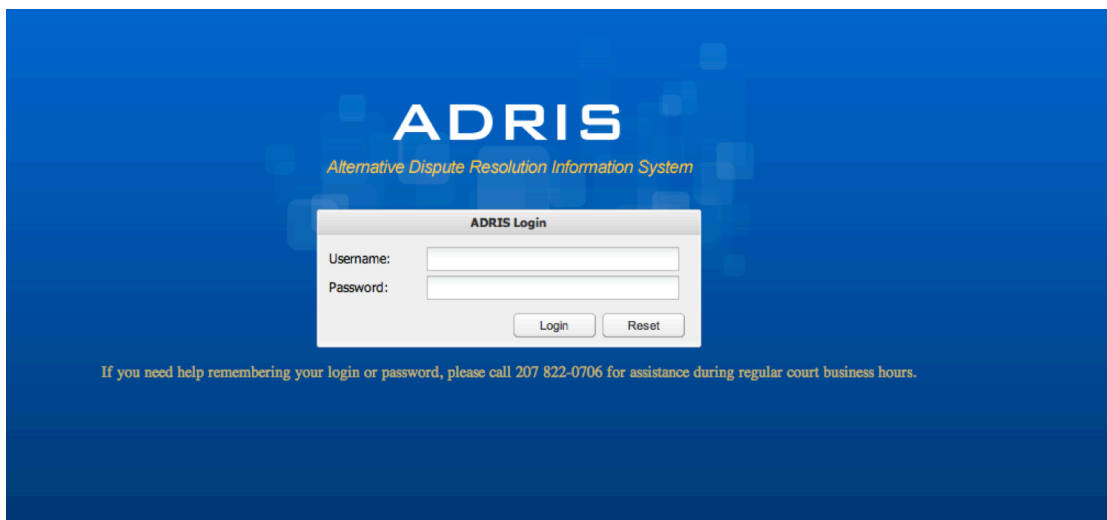
1) Recommended Internet Browser and Screen Size

The following browsers are known to support the ADRIS application: Safari 5.0.5; Mozilla Firefox 3 and 4; and Internet Explorer 8.

2) Website address

To access the ADRIS website go to:
www.courts.maine.gov/voucher

You should see the log in screen:



CADRES will send you your username and password. Please note that both are case sensitive. If you can't remember your username or password, call 207-822-0706 during regular court business hours.

Generally, the AOC's public business hours are weekdays, 8 am - 4 pm. The AOC is closed on state holidays and at other times.

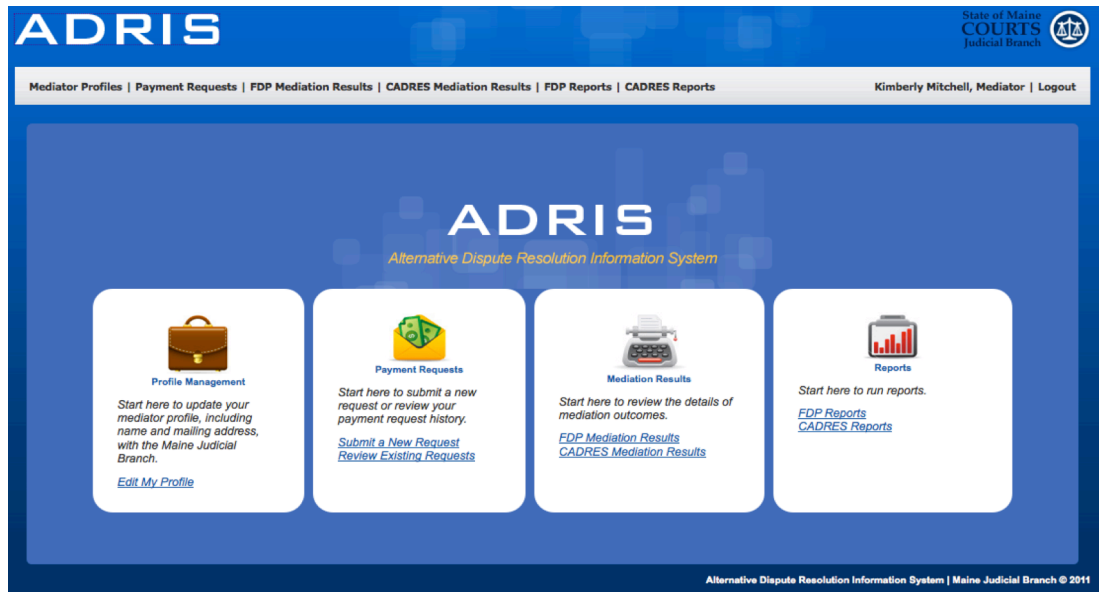
You may want to record your information here:

Username: _____

Password: _____

Log in by entering your username & password and clicking on the "Login" button.

Once you log in you will be brought to the home screen. Your name should appear in the top right corner:



To begin, click on the link under one of the icons for the task that you would like to perform: manage your profile, request payment, or view your mediation results

II. PROFILE MANAGEMENT

Each mediator's profile will be set up by the administrator. You will be able to update your contact information under profile management.

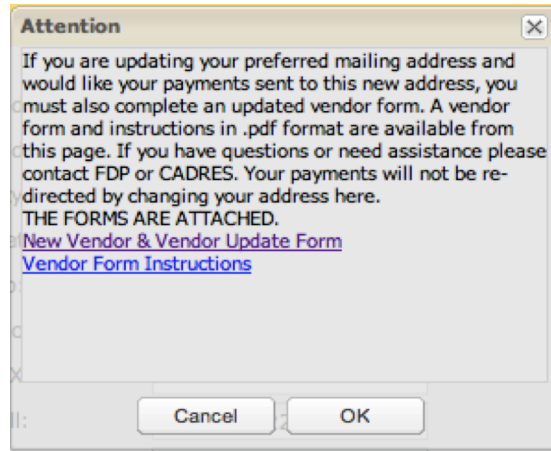
1) Editing Your Profile Information

To edit your contact information, click on the link "Edit My Profile" under Profile Management.

You will be brought to this screen:

Enter the necessary updates by typing over any existing information or in a blank field, then click on the save button located in the lower right corner.

When you click on Save, the following message will appear:



Click "cancel" to cancel the update or "OK" to continue.

NOTE: The Business address should ALWAYS have an address in it, even if it is your home address. This address should never be left blank.

Your "preferred mailing address" is where you would like all mail, including payments, sent. If you change it and want your payments sent to the new address, you must complete an updated vendor form. You can download the form by clicking on the link pictured above. Mail updated vendor form to:

Diane E. Kenty, Esq.
Administrative Office of the Courts
PO Box 4820
Portland, ME 04112

2) **Electronic Deposits**

Electronic deposit of your payment is available. For more information and to receive the forms necessary to set up electronic deposit, contact the Administrative Office of the Courts at 207-822-0792 during regular court business hours.

III. PAYMENT REQUESTS

1) Definition of a Payment Request

Under the Payment Requests icon you will be able to submit new payment requests and review your payment request history. Submitting a payment request is the process used by a mediator to submit data from the mediator's report and the associated fee and reimbursable cost information. A CADRES mediator will submit one payment request for each mediation each billable fee (mediation session or docket).

Examples:

- You conduct two FM mediation sessions on one day –submit **TWO** payment requests.
- You appear at one Post Judgment FM docket and mediate 3 cases – submit **ONE** payment request.
- You appear at one Post Judgment FM docket in the morning, and one “regular” FM mediation session in the afternoon –submit **TWO** payment requests.
- You appear at one Small Claims docket and mediate 2 cases - submit **ONE** payment request
- You appear at one Small Claims docket in the morning, and one Small Claims docket in the afternoon – submit **TWO** payment requests.
- You appear at one FED session and mediate 2 cases – submit **ONE** payment request.
- You appear for the SC & FED dockets in the same morning and you mediate both types of cases - submit **ONE** payment request

2) Starting a new payment request

To begin a new payment request, click on the “Submit a New Request” link under the Payment Requests icon on the home screen.



When you click on “Submit a New Request” on the home screen, you will be brought to the Submit New Payment Request screen, where you will begin entering a new payment request:

3) **Selecting the case type and associated details**

The first step to entering a payment request is entering the date of mediation and choosing the case type. Case types that CADRES Mediators will choose are:

Family Matters

FM Post-Judgment (**for FM Post-Judgment dockets only**)

FM Motions (**for Portland Motions docket only**)

Small Claims

FED

SC & FED combined (both SC & SA cases mediated during the same morning or afternoon)

When entering a payment request, ADRIS will automatically calculate the fee based on the case type. The fee amount will be displayed on the last screen of the payment request, called the “Confirmation” tab.

It is very important that you choose the correct case type and session type before entering any docket numbers. If, after entering a docket number, you realize you have selected the incorrect case type, you will need to remove all docket numbers entered, abandon the payment request, and start over.

The steps for entering a payment request for each case type are explained below in separate sections: FM, FM Post-Judgment, FM Motions, Small Claims, FED, and SC & FED Combined (SC & SA cases). Please consult the section below for the case type you wish to enter.

A. FAMILY MATTERS CASE TYPE

1. **Enter Date of Mediation & Select Case Type:** to begin entering a payment request for a Family Matters mediation session, enter the date of the mediation, then click on the down arrow in the case type selection box and choose case type **Family Matters**:

The screenshot shows the 'Payment Request Management' interface. The 'Submit New Payment Request' form is displayed under the 'General' tab. In the 'Session Summary' section, the 'Date of Mediation' is set to 05/09/2011. The 'Select case type for your payment voucher:' dropdown menu is open, showing a list of case types: Foreclosure, Family Matters, FM Post-Judgment, FM Motions, Small Claims, FED, and SC&FED. An arrow points to the 'Family Matters' option. Below this, there is a section for 'Enter each docket number associated with this session:' with a 'More Info' link. At the bottom, there is a table for 'Cases Mediated' with columns for Court Docket, Title, Court Location, Plaintiff, and Defendant. The status bar at the bottom indicates 'Unlocked (Drafting)' and has a 'Print' button.

It is VERY important to select the correct case type. See page 6 for an explanation of the various case types.

2. **Select Session Type:** next, click on the down arrow in the session type selection box and choose either “session”, “no show” or “pro bono” session type. (NOTE: “no show is the equivalent of a “not held” FM case, and “pro bono is a session for which you are not charging a fee).

The screenshot shows the 'Payment Request Management' interface. The 'Submit New Payment Request' form is displayed under the 'General' tab. In the 'Session Summary' section, the 'Date of Mediation' is set to 05/09/2011. The 'Select case type for your payment voucher:' dropdown menu is set to 'Family Matters'. The 'Enter the session type:' dropdown menu is open, showing a list of session types: Session, No Show, and Pro Bono. An arrow points to the 'Session' option. Below this, there is a section for 'Enter each docket number associated with this session:' with a 'More Info' link. At the bottom, there is a table for 'Cases Mediated' with columns for Court Docket, Title, Court Location, Plaintiff, and Defendant. The status bar at the bottom indicates 'Unlocked (Drafting)' and has a 'Print' button.

3. **Enter Docket Number:** You must keep track of the docket numbers for all cases you mediate. Type the docket number associated with the mediation session in the docket number box:

The docket number is a combination of 16 letters and numbers. Entering the dashes is optional.

Examples: AUGDC-FM-2005-00003
LEWDCFM201000145
PORSC-FM-2010-00067
SPRDCFM201000005

Note: *You must use the correct five-letter court abbreviation for the accurate case information to upload. This information is printed on all court-generated notices and on the case file. Please see Appendix 1 for a list of court abbreviations.*

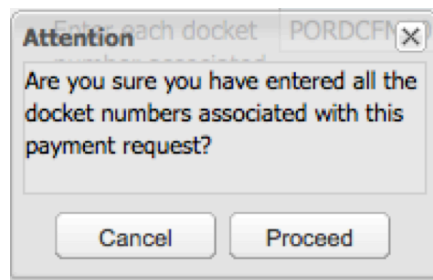
If you do not enter the docket number correctly, you will see one of the following error messages:

Correct the docket number and try again.

4. **Upload Case Information:** Once you have entered the docket number, click on the magnifying glass icon to upload the case information. Note: for session type “no show”, the case information will not load. The name of the court where the case was mediated will load below the docket number.

Verify the case information by looking at the party names in the “cases mediated” section of the screen. ***If you have entered an incorrect docket number, click on the “remove” button next to that docket number and case information.*** Then type in the correct docket number and click on the magnifying glass again.

Once you have verified that the information is correct, click on the “save and proceed to next step” button located in the lower right hand corner. The following message will appear:



Clicking on “Cancel” will keep you on the general tab, allowing you to enter additional docket numbers. Clicking on “Proceed” will bring you to the next screen. *Note: it may take a few moments for the system to process to the next screen. You may or may not see an indicator letting you know that the system is processing. Please be patient!*

For a “session” or “pro bono” session type, you will be brought to the Mediation tab (see #5 below).

For a “no show” session, you will be brought directly to the Expenses Tab. (See #4 on page 39).

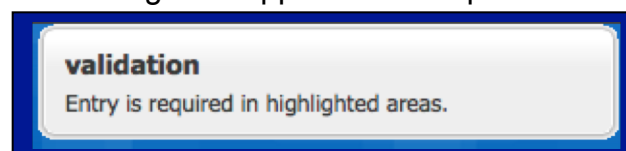
5. **Mediation Tab:**

This is how the Mediation tab will look for “session” or “pro bono”:

HINT: each payment request is assigned a payment ID number, which appears in the yellow bar as soon as you initially save your payment request. Recording this ID number is useful in tracking the progress of your payment request and for record keeping.

Note: some mediation details must be completed before you can save the report and process the payment request. These fields are indicated below.

If you have failed to enter all of the required mediation details, this error message will appear at the top of the screen:



The area(s) missing information will also be highlighted in red. Enter the required information to proceed with the submission of the payment request.

- a. **Enter Duration and Time Started - required information:** ADRIS will auto-fill the docket number, title, party names and court for you. You should begin with entering the duration of the mediation in minutes, and time started. Type in the duration in minutes. The time started can be typed in, or click on the drop down arrow to make a selection from the list.

- b. **Mediation Session Number – *required information*:** Next, indicate the session number by clicking on the radio button that corresponds to the correct number:

Mediation Session

☐ 1st session ☐ 2nd session ☐ 3rd session

- c. **Stage of Case – *required information*:** click on the radio button that corresponds to the appropriate choice:

Stage of Case

☐ Interim Issues/Temporary Order

☐ Final Stage Divorce/Family Matter

☐ Post-Judgment Modification/Enforcement

☐ Other

If you choose “other”, please type a description in the text box available.

- d. **Payment of Mediation Fee -** select all that apply.

Payment of Mediation Fee

☐ Mediation fee waived for plaintiff

☐ Mediation fee waived for defendant

☐ Plaintiff's mediation fee paid

☐ Defendant's mediation fee paid

- e. **Attorneys and GAL -** select all check boxes that apply:

Attorneys and GAL

☐ Attorney for plaintiff present

☐ Attorney for defendant present

☐ GAL present

- f. **Agenda – *required information*:** check the boxes that correspond to the issues submitted for mediation (*Note: you may need to scroll down to see all of the available choices*):

Agenda

(Please check issues submitted for mediation)

<input type="checkbox"/> Parental Rights & Responsibilities	<input type="checkbox"/> Pensions or Benefits
<input type="checkbox"/> Primary Residence	<input type="checkbox"/> Allocation of Debt
<input type="checkbox"/> Parent-Child Contact	<input type="checkbox"/> Personal Property
<input type="checkbox"/> Child Support	<input type="checkbox"/> Guardian ad Litem
<input type="checkbox"/> Actual or Imputed Income	<input type="checkbox"/> Paternity
<input type="checkbox"/> Spousal Support	<input type="checkbox"/> Medical Insurance
<input type="checkbox"/> Real Estate	<input type="checkbox"/> Attorney's Fees
<input type="checkbox"/> Support Arrearage	<input type="checkbox"/> Tax Exemption
<input type="checkbox"/> Marital/Non-marital Property	<input type="checkbox"/> Other: <input type="text" value="Other"/>

- g. **Federal Reimbursement Information – *required information*:** check the boxes that correspond to the issues discussed, and indicate the amount of time that was spent discussing the issues. Select “none” if none of the issues were discussed:

Federal Reimbursement Information

At this mediation session, one or more of the following child related issues was discussed:

☐ Child Support

☐ Primary/Shared Residence

☐ Income

☐ Paternity

☐ Child's Health Insurance or Medical Bills

Total amount of time spent on these issues minutes

☐ None of these issues was discussed

- h. **Disposition – *required information*:** click on the radio button that best describes the disposition of the case:

Disposition

☐ Resolved: The parties have reached complete agreement on all pending issues and:

☐ Partially Resolved: The parties have reached partial agreement on pending issues, and the written Points of Agreement Form signed by the parties and included with this report sets out that partial agreement (see Further Action section)

☐ Unresolved

☐ Unfinished in Mediation: Reason Reason

If disposition “resolved” is selected, please make the appropriate selections from the menu that appears:

Disposition

☒ Resolved: The parties have reached complete agreement on all pending issues and:

☐ The written Points of Agreement Form signed by the parties and included with this report sets out the agreement; and/or

☒ An agreement and/or proposed order shall be drafted by the attorney for the:

☐ Plaintiff

☐ Defendant

If the disposition of “partially resolved” or “unresolved” is selected, a new section titled “Issues Not Resolved at Mediation” will appear. Check all boxes that apply (that were not resolved):

Issues Not Resolved at Mediation

☐ Parental Rights & Responsibilities

☐ Primary Residence

☐ Parent-Child Contact

☐ Child Support

☐ Actual or Imputed Income

☐ Spousal Support

☐ Real Estate

☐ Support Arrearage

☐ Marital/Non-marital Property

☐ Pensions or Benefits

☐ Allocation of Debt

☐ Personal Property

☐ Guardian ad Litem

☐ Paternity

☐ Medical Insurance

☐ Attorney's Fees

☐ Tax Exemption

☐ Other: Other

- i. **Further Action:** if further action is required, check the appropriate box:

Further Action

☒ The parties will meet again in mediation on:

☐ The parties may choose to engage in further mediation at a later date and, if so, shall request another mediation date from the Clerk at that time

☐ The parties will ask the Clerk to schedule a hearing on the unresolved issues.

☐ Other:

If the parties will mediate again and you have the date and time, enter the information in the space provided. You may either type in the date and time or click on the calendar icon and the drop down arrow to make your selections. If “other” is chosen, type an explanation in the text box provided.

6. **Saving the Mediation Details:** Once you have entered all of the mediation details, click on the “Save and Proceed to Next Step” button in the lower right corner:

Further Action

☐ The parties will meet again in mediation on:

☐ The parties may choose to engage in further mediation at a later date and, if so, shall request another mediation date from the Clerk at that time

☐ The parties will ask the Clerk to schedule a hearing on the unresolved issues.

☐ Other:

Save and Proceed to Next Step

Unlocked (Drafting)

If you have failed to enter all of the required mediation details, an error message will appear at the top of the screen:

validation

Entry is required in highlighted areas.

The area(s) missing information will also be underlined in red. Enter the required information and try clicking “save” again.

If you have entered the wrong information for all fields, clicking on the “reset” button will clear **all** the mediation details, allowing you to re-enter the information:

Further Action

☐ The parties will meet again in mediation on:

☐ The parties may choose to engage in further mediation at a later date and, if so, shall request another mediation date from the Clerk at that time

☐ The parties will ask the Clerk to schedule a hearing on the unresolved issues.

☐ Other:

Reset

Unlocked (Drafting)

Once you successfully proceed to the next screen - the Expenses tab - please see page 39 for information on entering any expenses associated with this payment request.

B. FM POST-JUDGMENT CASE TYPE

Note: This case type selection should be used only for Post-Judgment FM Dockets that are currently held in Portland, Lewiston, Springvale, Biddeford and York District Courts. For a “regular,” scheduled mediation session in a post-judgment case, choose case type Family Matters.

1. **Enter Mediation Date and Select Case Type:** to begin entering a payment request for a FM Post-Judgment mediation session, enter the mediation date, click on the down arrow in the case type selection box and choose case type “FM Post -Judgment”:

Payment Request Management

Submit New Payment Request [back to results](#)

General

Session Summary

Date of Mediation: 05/05/2011

Enter the session type:

Select case type for your payment voucher:

Enter each docket number associated with this session:

More Info

Cases Mediated

Court Docket	Title	Court Location	Plaintiff	Defendant

Save and Proceed to Next Step Cancel

Unlocked (Drafting)

2. **Select Session Type:** next, click on the down arrow in the session type selection box and choose either “Session”, “No cases” or “Pro Bono”:

Payment Request Management

Submit New Payment Request [back to results](#)

General

Session Summary

Date of Mediation: 05/05/2011

Enter the session type:

Select case type for your payment voucher: FM Post-Judgment

Enter each docket number associated with this session:

More Info

Cases Mediated

Court Docket	Title	Court Location	Plaintiff	Defendant

Save and Proceed to Next Step Cancel

Unlocked (Drafting)

3. **Enter Court Location or Docket Number(s):**

- a. **For session type “no cases”,** select the court where the session was scheduled (you will not be able to enter a docket number):

The screenshot shows the 'Payment Request Management' interface. Under the 'General' tab, the 'Session Summary' section has 'Date of Mediation' set to 05/05/2011 and 'Enter the session type' set to 'No Cases'. The 'Select case type for your payment voucher' is set to 'FM Post-Judgment'. The 'Enter each docket number associated with this session' field is empty. The 'Court' dropdown menu is open, showing a list of courts: Androscoggin County Superior Court, Arrostook Superior Court (Caribou), Arrostook Superior Court (Houlton), Augusta District Court, Bangor District Court, Belfast District Court, Biddeford District Court, Bridgton District Court, Calais District Court, Caribou District Court, Cumberland County Superior Court, Dover-Foxcroft District Court, and Ellsworth District Court. At the bottom, there are buttons for 'Save and Proceed to Next Step' and 'Cancel', and a status bar indicating 'Unlocked (Drafting)'.

- b. **For session type “session” or “pro bono”,** enter the docket number or numbers associated with the mediation session in the docket number field. **You must keep track of the docket numbers for all cases you mediate:**

This screenshot shows the same 'Payment Request Management' interface, but with 'Enter the session type' set to 'Session'. The 'Court' dropdown menu is no longer open. An arrow points to the 'Enter each docket number associated with this session' field, which is currently empty. The 'Save and Proceed to Next Step' and 'Cancel' buttons are visible at the bottom, along with the 'Unlocked (Drafting)' status bar.

The docket number is a combination of 16 letters and numbers. Entering the dashes is optional.

Examples: AUGDC-FM-2005-00003

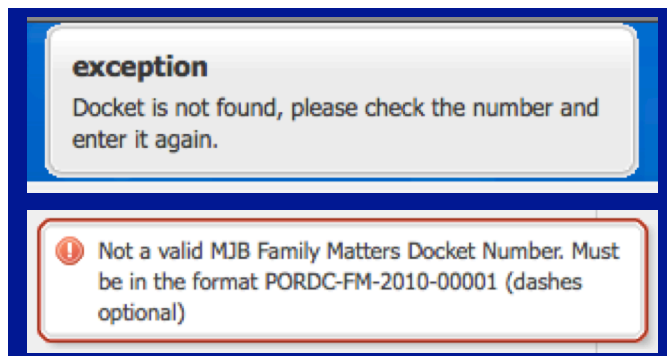
LEWDCFM201000145

PORSC-FM-2010-00067

SPRDCFM201000005

Note: ***You must** use the correct five-letter court abbreviation in order for the accurate case information to upload. This information is printed on all court generated notices and forms and is also on the file. See Appendix 1 for a list of court abbreviations.*

If you do not enter the docket number correctly, you will see one of the following error messages:



Correct the docket number and try again.

If you enter two docket numbers for cases you mediated at the docket for the session, the screen will look like this:

Court Docket	Title	Court Location	Plaintiff	Defendant	
AUGDCFM200200081	DSFADSPA FFF VS ADFADSF F SMITH	AUGUSTA DISTRICT COURT	FFF	SMITH	
AUGDCFM200200107	ADAM JONES VS EVE JONES	AUGUSTA DISTRICT COURT	JONES	JONES	

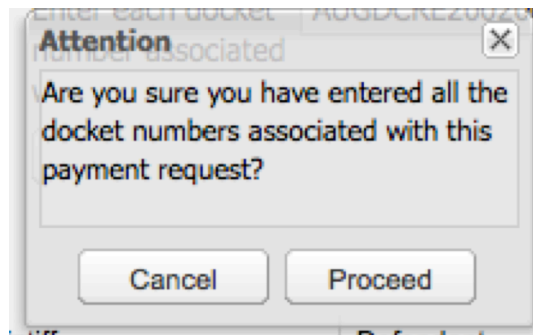
This area displays the case information associated with each docket number entered. It is VERY important to enter the correct docket number to have the correct case information upload.

Verify the case information by looking at the party names in the “cases mediated” section of the screen. ***If you have entered an incorrect docket number, click the “remove” button located to the right of the docket number and case information.*** You can then enter the correct docket number.

HINT: to enter multiple docket numbers, after entering the first docket number and clicking on the magnifying glass, clear the docket number field by highlighting it with your cursor and clicking the delete key on your keyboard. Next, key in the next docket number and click on the magnifying glass again. Repeat this process as often as needed to enter all docket numbers for the session.

Once you have verified that the information is correct, click the “proceed to next step” button located in the lower right hand corner.

The following message will pop up:



Clicking “Cancel” will keep you on the general tab, allowing you to enter additional docket numbers. Clicking “Proceed” will bring you the next screen. *Note: it may take a few moments for the system to process to the next screen. You may or may not see an indicator letting you know that the system is processing. Please be patient!*

For session type “no cases”, you will be brought to the “Expenses” tab. See # 4 on page 39 for details.

For case types “session” and “pro bono”, you will be brought to the “Mediation” tab (see below).

4. **Mediation Tab:**

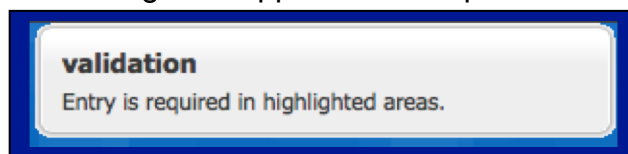
This how the Mediation tab will look if you entered two docket numbers for the session:

The first case on the list of docket numbers that you entered will be the first case displayed. It will be highlighted in gray. This list will not appear if there is only one case for the session.

Once the required fields are entered for the first docket number, you can click on the other docket number(s) to complete the report for that docket number.

Note: some mediation details must be completed before you can save the report and process the payment request. These fields are indicated below.

If you have failed to enter all of the required mediation details, this error message will appear at the top of the screen:



The area(s) missing information will also be highlighted in red. Enter the required information to proceed with the submission of the payment request.

- a. **Enter Duration and Time Started - *required information*:** ADRIS will auto-fill the docket number, title, party names and court for you. You should begin with entering the duration of the mediation in minutes, and time started. Type in the duration in minutes. The time started can be typed in, or click in the drop down arrow to make a selection from the list.

A screenshot of the "Mediation Summary" form. It contains fields for Court Docket#, Title, Plaintiff, Defendant, Court, Duration (minutes), and Time Started. The Duration field has a text input with "8" and a dropdown arrow. The Time Started field has a text input and a dropdown arrow. Arrows from the text above point to these two fields.

- b. **Mediation Session Number – *required information*:** Next, indicate the session number by clicking on the radio button that corresponds to the correct number:

A screenshot of the "Mediation Session" form. It contains three radio buttons labeled "1st session", "2nd session", and "3rd session". An arrow from the text above points to the "2nd session" radio button.

- c. **Stage of Case – *required information*:** click on the radio button that corresponds to the appropriate choice:

A screenshot of the "Stage of Case" form. It contains four radio buttons: "Interim Issues/Temporary Order", "Final Stage Divorce/Family Matter", "Post-Judgment Modification/Enforcement", and "Other". The "Other" option has a text input field next to it. An arrow from the text above points to the "Interim Issues/Temporary Order" radio button.

- d. **Payment of Mediation Fee - select all that apply**

A screenshot of the "Payment of Mediation Fee" form. It contains four checkboxes: "Mediation fee waived for plaintiff", "Mediation fee waived for defendant", "Plaintiff's mediation fee paid", and "Defendant's mediation fee paid".

- e. **Attorneys and GAL** - select all check boxes that apply:

Attorneys and GAL

☐ Attorney for plaintiff present

☐ Attorney for defendant present

☐ GAL present

- f. **Agenda – required information:** check the boxes that correspond to the issues submitted for mediation:

Agenda

(Please check issues submitted for mediation)

<input type="checkbox"/> Parental Rights & Responsibilities	<input type="checkbox"/> Pensions or Benefits
<input type="checkbox"/> Primary Residence	<input type="checkbox"/> Allocation of Debt
<input type="checkbox"/> Parent-Child Contact	<input type="checkbox"/> Personal Property
<input type="checkbox"/> Child Support	<input type="checkbox"/> Guardian ad Litem
<input type="checkbox"/> Actual or Imputed Income	<input type="checkbox"/> Paternity
<input type="checkbox"/> Spousal Support	<input type="checkbox"/> Medical Insurance
<input type="checkbox"/> Real Estate	<input type="checkbox"/> Attorney's Fees
<input type="checkbox"/> Support Arrearage	<input type="checkbox"/> Tax Exemption
<input type="checkbox"/> Marital/Non-marital Property	<input type="checkbox"/> Other: <input type="text"/>

Note: you may need to scroll down to see all of the available choices

- g. **Federal Reimbursement Information – required information:** check the boxes that correspond to the issues discussed, and indicate the amount of time that was spent discussing the issues. Select “none” if none of the issues were discussed:

Federal Reimbursement Information

At this mediation session, one or more of the following child related issues was discussed:

☐ Child Support

☐ Primary/Shared Residence

☐ Income

☐ Paternity

☐ Child's Health Insurance or Medical Bills

Total amount of time spent on these issues minutes

☐ None of these issues was discussed

- h. **Disposition – required information:** click on the radio button that best describes the disposition of the case:

Disposition

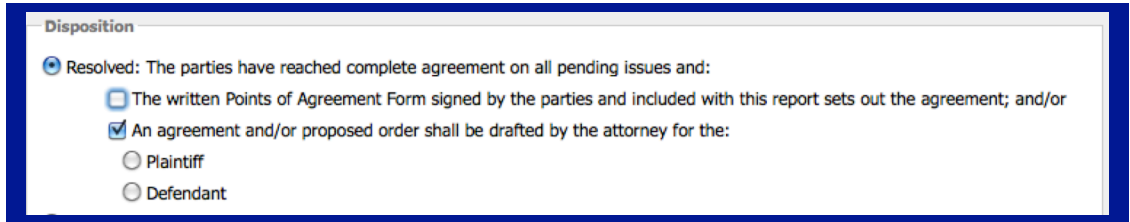
☐ Resolved: The parties have reached complete agreement on all pending issues and:

☐ Partially Resolved: The parties have reached partial agreement on pending issues, and the written Points of Agreement Form signed by the parties and included with this report sets out that partial agreement (see Further Action section)

☐ Unresolved

☐ Unfinished in Mediation: Reason

If disposition “resolved” is selected, please make the appropriate selections from the menu that appears:



Disposition

☒ Resolved: The parties have reached complete agreement on all pending issues and:

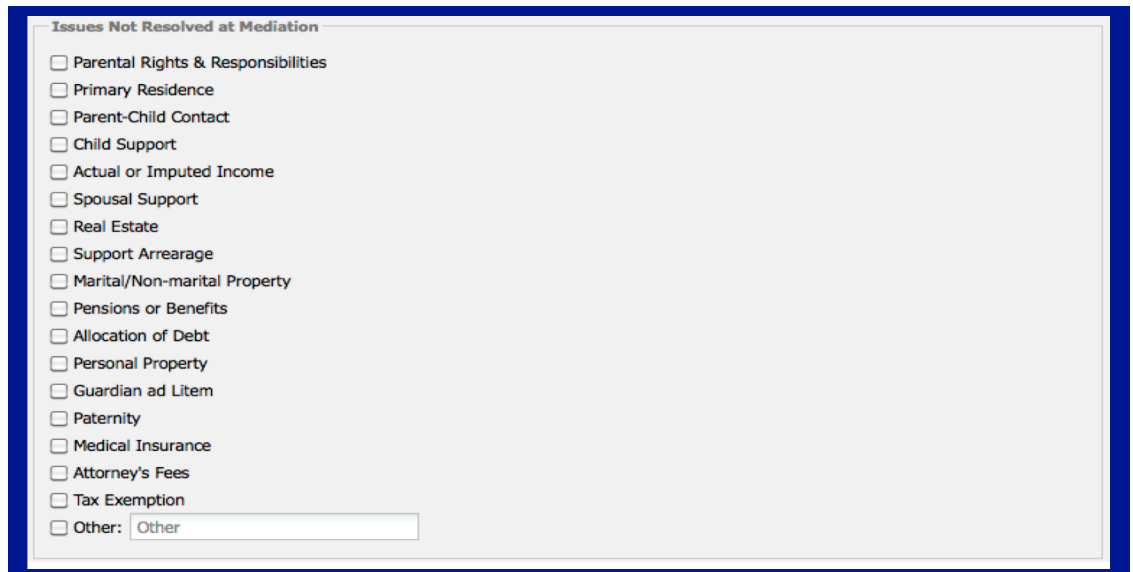
☐ The written Points of Agreement Form signed by the parties and included with this report sets out the agreement; and/or

☒ An agreement and/or proposed order shall be drafted by the attorney for the:

☒ Plaintiff

☐ Defendant

If the disposition of “partially resolved” or “unresolved” is selected, a new section titled “Issues Not Resolved at Mediation” will appear. Check all boxes that apply (that were not resolved):



Issues Not Resolved at Mediation

☐ Parental Rights & Responsibilities

☐ Primary Residence

☐ Parent-Child Contact

☐ Child Support

☐ Actual or Imputed Income

☐ Spousal Support

☐ Real Estate

☐ Support Arrearage

☐ Marital/Non-marital Property

☐ Pensions or Benefits

☐ Allocation of Debt

☐ Personal Property

☐ Guardian ad Litem

☐ Paternity

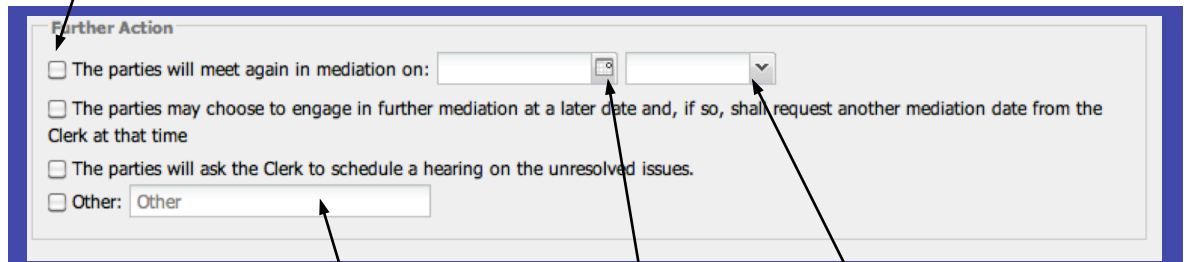
☐ Medical Insurance

☐ Attorney's Fees



☐ Tax Exemption

☐ Other:

- i. **Further Action:** if further action is required, check the appropriate box:



Further Action

☐ The parties will meet again in mediation on:  

☐ The parties may choose to engage in further mediation at a later date and, if so, shall request another mediation date from the Clerk at that time

☐ The parties will ask the Clerk to schedule a hearing on the unresolved issues.

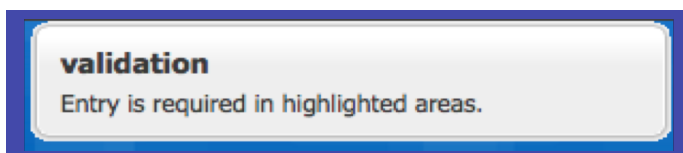
☐ Other:

If the parties will mediate again and you have the date and time, enter the information in the space provided. You may either type in the date and time or click on the calendar icon and the drop down arrow to make your selections. If “other” is chosen, type an explanation in the text box provided.

5. **Saving the Mediation Details:** Once you have entered all of the mediation details, click on the “Save and Proceed to Next Step” button in the lower right corner:

The screenshot shows a web form titled "Further Action" with several checkboxes and input fields. An arrow points from the text in the previous block to the "Save and Proceed to Next Step" button located in the bottom right corner of the form. The form includes options for future mediation dates and hearings. At the bottom of the page, there are "Reset" and "Print" buttons.

If you have failed to enter all required mediation details, an error message will appear at the top of the screen:



The area(s) missing information will also be underlined in red. Enter the required information and try clicking “save” again.

If you have entered the wrong information for all fields, clicking on the “reset” button will clear **all** the mediation details, allowing you to re-enter the information:

This screenshot is identical to the one above, showing the "Further Action" form. An arrow points from the text in the previous block to the "Reset" button, which is located at the bottom right of the form, next to the "Print" button.

Once you successfully proceed to the next screen - the Expenses tab - please see page 39 for information on entering any expenses associated with this payment request.

C. FM MOTIONS CASE TYPE

Note: *This case type is selected only if you mediated cases at the FM Motions Session that currently takes place in the Portland District Court.*

Be sure to select case type “FM Motions” instead of “FM Post-Judgment” to enter a payment request for an FM Motions Case Type. Please follow the instructions outlined for FM Post Judgment case type beginning on page 14. The remaining data entry steps are the same as a Post-Judgment case type (see B, above).

D. SMALL CLAIMS CASE TYPE

1. **Enter Mediation Date and Select Case Type:** to begin entering a payment request for a Small Claims mediation session, enter the mediation date, and then click on the down arrow in the case type selection box and choose case type Small Claims:

Payment Request Management

Submit New Payment Request

General

Session Summary

Date of Mediation: 05/03/2011

Enter the session type:

Select case type for your payment voucher:

- Foreclosure
- Family Matters
- FM Post-Judgment
- FM Motions
- Small Claims
- FED
- SC&FED

Enter each docket number associated with this session:

More Info

Cases Mediated

Court Docket	Title	Court Location	Plaintiff	Defendant
--------------	-------	----------------	-----------	-----------

Save and Proceed to Next Step Cancel

Unlocked (Drafting)

2. **Select Session Type:** next, click on the down arrow in the session type selection box and choose either "Session", "No cases" or "Pro Bono":

Payment Request Management

Submit New Payment Request

General

Session Summary

Date of Mediation: 05/03/2011

Enter the session type:

- Session
- No Cases
- Pro Bono

Select case type for your payment voucher: Small Claims

Enter each docket number associated with this session:

More Info

Cases Mediated

Court Docket	Title	Court Location	Plaintiff	Defendant
--------------	-------	----------------	-----------	-----------

Save and Proceed to Next Step Cancel

Unlocked (Drafting)

3. **Enter Court Location or Docket Number(s):**

- a. **For session type “no cases”,** select the court where the docket was scheduled, but no cases were referred to mediation (you will not be able to enter a docket number):

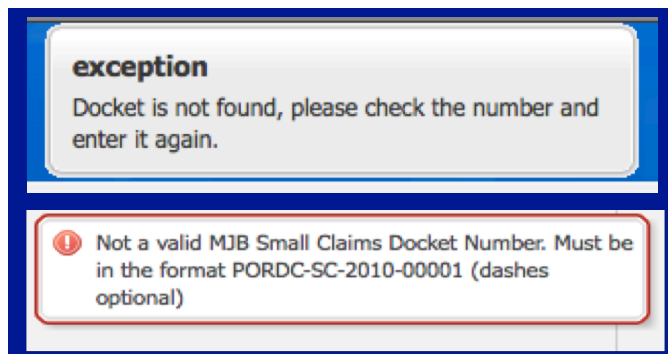
- b. **For session type “session” or “pro bono”,** enter the docket number or numbers associated with the mediation session in the docket number box. **You must keep track of the docket numbers for all cases you mediate:**

The docket number is a combination of 16 letters and numbers. Entering the dashes is optional.

Examples: AUGDC-SC-2005-00003
LEWDCSC201000145
PORSC-SC-2010-00067
SPRDCSC201000005

Note: ***You must** use the correct five-letter court abbreviation in order for the accurate case information to upload. This information is printed on all court generated notices and on the file. See **Appendix 1** for a list of court abbreviations.*

If you do not enter the docket number correctly, you will see one of the following error messages:



Correct the docket number and try again.

This is what the screen will look like if you enter two docket numbers for the session:

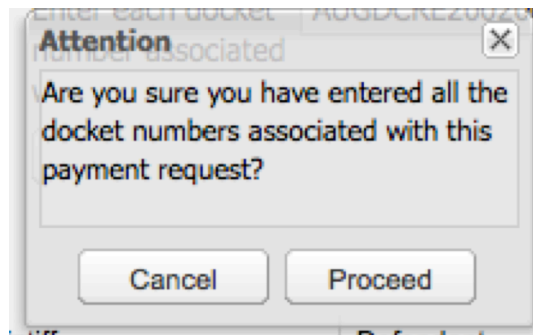
Court Docket	Title	Court Location	Plaintiff	Defendant	
AUGDCSC200200001	SALLY SMITH VS BARRY JONES	AUGUSTA DISTRICT COURT	SMITH	JONES	Remove
AUGDCSC200400003	PETER SMITH VS MAXWELL SARGENT	AUGUSTA DISTRICT COURT	SMITH	SARGENT	Remove

Verify the case information by looking at the party names in the “cases mediated” section of the screen. ***If you have entered an incorrect docket number, click on “remove” button located to the right of the docket number and case information.*** You can then enter the correct docket number.

HINT: to enter multiple docket numbers, after entering the first docket number and clicking on the magnifying glass, clear the docket number field by highlighting it with your cursor and clicking the delete key on your keyboard. Next, key in the next docket number and click on the magnifying glass again. Repeat this process as often as needed to enter all docket numbers for the session.

Once you have verified that the information is correct, click the “proceed to next step” button located in the lower right hand corner.

The following message will pop up:



Clicking “Cancel” will keep you on the general tab, allowing you to enter additional docket numbers. Clicking “Proceed” will bring you to the next screen. *Note: it may take a few moments for the system to process to the next screen. You may or may not see an indicator letting you know that the system is processing. Please be patient!*

For session type “no cases”, you will be brought to the “Expenses” tab. See # 4 on page 39 for details.

For case types “session” and “pro bono”, you will be brought to the “Mediation” tab (see below).

4. **Mediation Tab:**

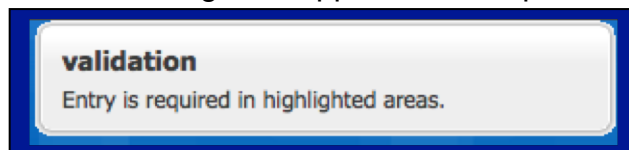
This how the Mediation tab will look if you entered two docket numbers for the session:

The first case on the list of docket numbers that you entered will be the first case displayed. It will be highlighted in gray. This list will not appear if there is just one docket number for the session.

Once the required fields are entered for the first docket number, you can click on the other docket number(s) to complete the report for that docket number.

Note: some mediation details must be completed before you can save the report and process the payment request. These fields are indicated below.

If you have failed to enter all of the required mediation details, this error message will appear at the top of the screen:



The area(s) missing information will also be underlined in red. Enter the required information to proceed with the submission of the payment request.

- a. **Enter Duration and Time Started - *required information*:** ADRIS will auto-fill the docket number, title, party names and court for you. You should begin with entering the duration of the mediation in minutes, and time started. Type in the duration in minutes. The time started can either be typed in, or click on the drop down arrow to make a selection from the list.

 A form titled "Mediation Summary" with a "Remove" button. It contains fields for "Court Docket#:" (AUGDCSC200400003), "Plaintiff:" (SMITH), "Duration (minutes):" (0), "Title:" (PETER SMITH VS MAXWELL SARGENT), "Defendant:" (SARGENT), "Time Started:" (a dropdown menu), and "Court:" (AUGUSTA DISTRICT COURT). An arrow points from the text in the previous block to the "Time Started" dropdown menu.

- b. **Type of Claim:** make a selection by clicking on one of the radio buttons:

 A form titled "Type of Claim" with five radio button options: "Landlord-tenant", "Consumer", "Business to Business", "Collection", and "Other". The "Other" option is selected, and there is a text input field next to it labeled "Case type".

- c. **Attorneys:** check all boxes that apply:

 A form titled "Attorneys and GAL" with three checkboxes: "Attorney for plaintiff present", "Attorney for defendant present", and "GAL present".

- d. **Mediation Session:** indicate if this is the first or second mediation session by clicking on one of the buttons:

 A form titled "Mediation Session" with two radio button options: "First" and "Second".

- e. **Disposition - *required information*:** indicate the disposition by selecting one of the buttons:

The screenshot shows a form titled "Disposition" with four radio button options:

- ☐ Resolved: Amount \$ Amount \$: Court Costs \$: Court Costs \$
- ☐ Partially Resolved
- ☐ Unresolved: The parties request a trial
- ☐ Unfinished: Reason Unfinished disposition reason

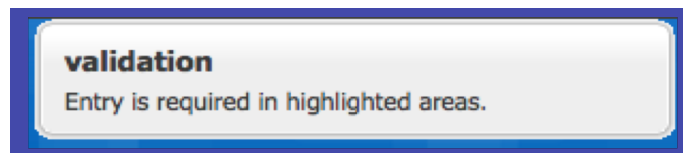
If the disposition is “resolved”, key in the amount and the court costs.

If the disposition is “unfinished”, type in a reason in the text box provided.

5. **Saving the Mediation Details:** Once you have entered all of the mediation details, click on the “Save and Proceed to Next Step” button in the lower right corner:

The screenshot shows the "Disposition" form with the "Resolved" option selected. The "Amount \$" field contains "2146.00" and the "Court Costs \$" field contains "84.50". An arrow points from the "Save and Proceed to Next Step" button in the bottom right corner.

If you have failed to enter all required mediation details, an error message will appear at the top of the screen:



The area(s) missing information will also be underlined in red. Enter the required information and try clicking “save” again.

If you have entered the wrong information for all fields, clicking the “reset” button will clear **all** the mediation details, allowing you to re-enter the information:

The screenshot shows the "Disposition" form with the "Reset" button highlighted in the bottom right corner. An arrow points to the "Reset" button.

Once you successfully proceed to the next screen - the Expenses tab - please see page 39 for information on entering any expenses associated with this payment request.

E. FED CASE TYPE

1. **Enter Mediation Date and Select Case Type:** to begin entering a payment request for a FED mediation session, enter the mediation date, and then click on the down arrow in the case type selection box and choose case type FED:

Payment Request Management

Submit New Payment Request

General

Session Summary

Date of Mediation: 05/03/2011

Enter the session type: ▼

Select case type for your payment voucher:

Enter each docket number associated with this session: More Info

Cases Mediated

Court Docket	Title	Court Location	Plaintiff	Defendant
--------------	-------	----------------	-----------	-----------

Save and Proceed to Next Step Cancel

Unlocked (Drafting)

Print

2. **Select Session Type:** next, click on the down arrow in the session type selection box and choose either "Session", "No cases" or "Pro Bono":

Payment Request Management

Edit Payment Request > 3037 [back to results](#)

General Mediation Expenses Confirmation

Session Summary

Date of Mediation: 05/03/2011

Enter the session type: ▼

Select case type for your payment voucher: FED

Enter each docket number associated with this session: More Info

Cases Mediated

Court Docket	Title	Court Location	Plaintiff	Defendant
--------------	-------	----------------	-----------	-----------

Save and Proceed to Next Step

Unlocked (Drafting)

Reset Print

3. **Court Location or Docket Number(s):**

- a. **For session type “no cases”,** select the court where the docket was scheduled but no cases were referred to mediation (you will not be able to enter a docket number):

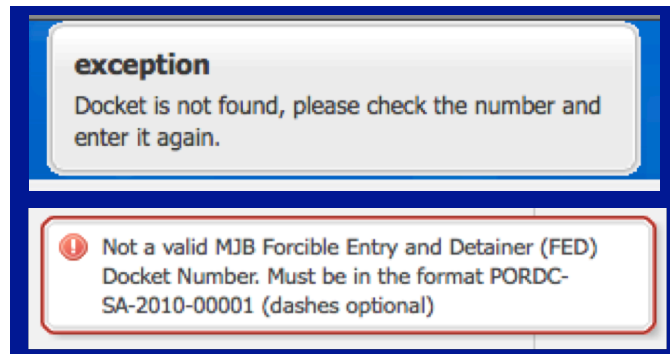
- b. **For session type “session” or “pro bono”,** enter the docket number or numbers associated with the mediation session in the docket number box. You must keep track of the docket numbers for all cases you mediate:

The docket number is a combination of 16 letters and numbers. Entering the dashes is optional.

Examples: AUGDC-SA-2005-00003
LEWDCSA201000145
PORSC-SA-2010-00067
SPRDCSA201000005

Note: ***You must** use the correct five-letter court abbreviation in order for the accurate case information to upload. This information is printed on all court generated notices and the file. See Appendix 1 for a list of court abbreviations.*

If you do not enter the docket number correctly, you will see one of the following error messages:



Correct the docket number and try again.

Below is what the screen will look like if you enter two docket numbers for the session:

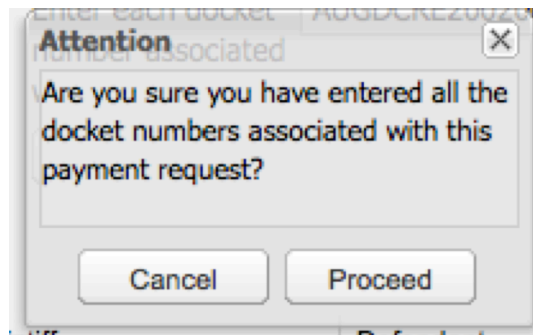
Court Docket	Title	Court Location	Plaintiff	Defendant	
AUGDCSA200800056	FUNKY MONKEY VS MONKEY SEE	AUGUSTA DISTRICT COURT	MONKEY	SEE	
AUGDCSA200500001	MARY ME VS NO WAY	AUGUSTA DISTRICT COURT	ME	WAY	

Verify the case information by looking at the party names in the “cases mediated” section of the screen. ***If you have entered an incorrect docket number, click the “remove” button located to the right of the docket number and case information.*** You can then enter the correct docket number.

HINT: to enter multiple docket numbers, after entering the first docket number and clicking on the magnifying glass, clear the docket number field by highlighting it with your cursor and clicking the delete key on your keyboard. Next, key in the next docket number and click on the magnifying glass again. Repeat this process as often as needed to enter all docket numbers for the session.

Once you have verified that the information is correct, click the “proceed to next step” button located in the lower right hand corner.

The following message will pop up:



Clicking "Cancel" will keep you on the general tab, allowing you to enter additional docket numbers. Clicking "Proceed" will bring you to the next screen. *Note: it may take a few moments for the system to process to the next screen. You may or may not see an indicator letting you know that the system is processing. Please be patient!*

For session type "no cases", you will be brought to the "Expenses" tab. See # 4 on page 39 for details.

For case types "session" and "pro bono", you will be brought to the "Mediation" tab (see below).

4. **Mediation Tab:**

This how the Mediation tab will look if you entered two docket numbers for the session:

The first case on the list of docket numbers that you entered will be the first case displayed. It will be highlighted in gray. This list will not appear if there is just one docket number for the session.

 A screenshot of the "Payment Request Management" application, specifically the "Mediation" tab. The interface shows a list of docket numbers on the left: "AUGDCSA200500001" (highlighted in gray) and "AUGDCSA200600056". The main area is titled "Mediation Summary" and contains several sections:

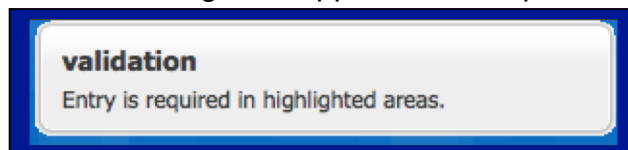
- Remove**: A red minus icon.
- Court Docket#**: AUGDCSA200500001
- Title**: MARY ME VS NO WAY
- Plaintiff**: ME
- Defendant**: WAY
- Court**: AUGUSTA DISTRICT COURT
- Duration (minutes)**: 0
- Time Started**: A dropdown menu.
- Residence at Issue**: Radio buttons for Apartment, House, Mobile Home, and Other (with a text field).
- Mediation Session**: Radio buttons for First and Second.
- Attorneys and GAL**: Checkboxes for Attorney for plaintiff present, Attorney for defendant present, and GAL present.
- Disposition**: A text field.

 At the bottom right, there is a "Save and Proceed to Next Step" button. The status bar at the very bottom indicates "Unlocked (Drafting)" and has "Reset" and "Print" icons.

Once the required fields are entered for the first docket number, you can click on the other docket number(s) to complete the report for that docket number.

Note: some mediation details must be completed before you can save the report and process the payment request. These fields are indicated below.

If you have failed to enter all of the required mediation details, this error message will appear at the top of the screen:



The area(s) missing information will also be underlined in red. Enter the required information to proceed with the submission of the payment request.

- a. **Enter Duration and Time Started - *required information*:** ADRIS will auto-fill the docket number, title, party names and court for you. You should begin with entering the duration of the mediation in minutes, and time started. Type in the duration in minutes. The time started can either be typed in, or click in the drop down arrow to make a selection from the list.

A screenshot of the "Mediation Summary" form. It includes a "Remove" button with a minus icon. The form contains fields for "Court Docket#" (AUGDCSA200600056), "Plaintiff:" (MONKEY), "Duration (minutes):" (0), "Title:" (FUNKY MONKEY VS MONKEY SEE), "Defendant:" (SEE), "Time Started:" (a dropdown menu), and "Court:" (AUGUSTA DISTRICT COURT). Two arrows point from the text in step 'a' to the "Duration (minutes)" and "Time Started" fields.

- b. **Residence at Issue - *required information*:** make a selection by clicking on one of the radio buttons:

A screenshot of the "Residence at Issue" section. It features four radio buttons labeled "Apartment", "House", "Mobile Home", and "Other". Next to the "Other" radio button is a text input field containing the word "Other".

- c. **Mediation Session:** make a selection by clicking on one of the radio buttons:

A screenshot of the "Mediation Session" section. It contains two radio buttons labeled "First" and "Second".

- d. **Attorneys:** check each box that applies:

A screenshot of the "Attorneys and GAL" section. It contains three checkboxes: "Attorney for plaintiff present", "Attorney for defendant present", and "GAL present".

- e. **Disposition - *required information*:** click on the radio button that applies:

A screenshot of the "Disposition" section. It contains two radio buttons labeled "Resolved" and "Unresolved".

- i. **Resolved:** if the case is resolved the following menu will appear. Check all that apply:

Disposition

☒ Resolved
(check all that apply.)

☐ Writ of Possession to issue in seven calendar days after today

☐ Writ of Possession to issue on: and case will be dismissed on or before that date, provided that the defendant vacates the property.

☐ Agreement for continuance until: and case will be dismissed on or before that date, provided that the conditions set forth in the agreement below are met.

☐ Agreement for continuance until: and case will be dismissed on or before that date, provided that the conditions set forth in the agreement below are met.

☐ Other:

☐ THE PARTIES CONSENT TO ENTRY OF THIS AGREEMENT AS A COURT ORDER WITHOUT FURTHER ACTION.

☐ Unresolved

- ii. **Unresolved:** if the case is unresolved, the following menu will appear. Check all that apply:

Disposition

☐ Resolved

☒ Unresolved

☐ The parties request a hearing

☐ The parties jointly request a continuance until:

5. **Saving the Mediation Details:** Once you have entered all the mediation details, click the “Save and Proceed to Next Step” button in the lower right corner:

Disposition

☐ Resolved

☒ Unresolved

☒ The parties request a hearing

☐ The parties jointly request a continuance until:

Save and Proceed to Next Step

Reset Print

If you have failed to enter all required mediation details, an error message will appear at the top of the screen:

validation

Entry is required in highlighted areas.

The area(s) missing information will also be underlined in red. Enter the required information and try clicking “Save and Proceed to Next Step” again.

If you have entered the wrong information for all fields, clicking on the “reset” button will clear **all** the mediation details, allowing you to re-enter the information:

Disposition

☐ Resolved

☒ Unresolved

☒ The parties request a hearing

☐ The parties jointly request a continuance until:

Save and Proceed to Next Step

Reset Print

Once you successfully proceed to the next screen - the Expenses tab - please see page 39 for information on entering any expenses associated with this payment request.

F. SC & FED COMBINED CASE TYPE

Note: This case type should be used only when you have mediated both Small Claims & FED cases at a single court appearance (i.e., the same morning or afternoon). If you were scheduled to mediate both case types, but mediated only one type of case (SC or FED), enter the payment request according to the case type actually mediated. Do not select the SC & FED case type.

1. **Mediation Date and Select Case Type:** to begin entering a payment request for a SC & FED mediation session, enter the mediation date, and then click on the down arrow in the case type selection box and choose case type SC & FED:

2. **Select Session Type:** next, click on the down arrow in the session type selection box and choose either "Session", "No cases" or "Pro Bono":

3. **Enter Court Location or Docket Number(s):**
 - a. **For session type “no cases”,** select the court where the dockets were scheduled but no cases were referred to mediation (you will not be able to enter a docket number):

Payment Request Management

Submit New Payment Request [back to results](#)

General

Session Summary

Date of Mediation: 05/05/2011

Enter the session type: No Cases

Select case type for your payment voucher: SC&FED

Enter each docket number associated with this session:

Court:

Cases Mediated

Court Docket	Title	Court Location	Plaintiff	Defendant

Save and Proceed to Next Step Cancel

Unlocked (Drafting) Print

- b. **For session type “session” or “pro bono”,** enter the docket number or numbers associated with the mediation session in the docket number box:

Payment Request Management

Submit New Payment Request

General

Session Summary

Date of Mediation: 05/06/2011

Enter the session type: Session

Select case type for your payment voucher: SC&FED

Enter each docket number associated with this session:

Court:

Cases Mediated

Court Docket	Title	Court Location	Plaintiff	Defendant

Save and Proceed to Next Step Cancel

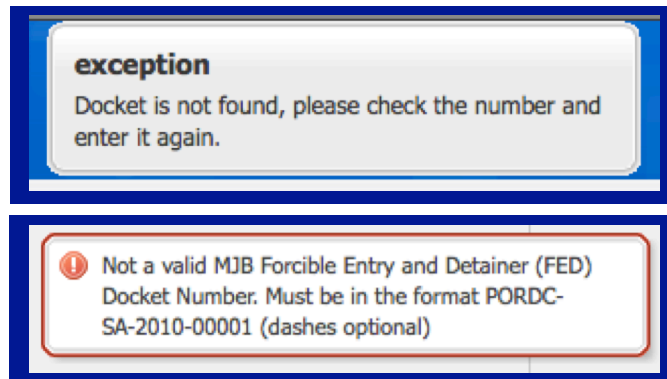
Unlocked (Drafting) Print

The docket number is a combination of 16 letters and numbers.
Entering the dashes is optional.

Examples: AUGDC-SA-2005-00003
LEWDCA201000145
PORSC-SC-2010-00067
SPRDCSC201000005

Note: ***You must** use the correct five-letter court abbreviation in order for the accurate case information to upload. This information is printed on all court generated notices and on the file. See **Appendix 1** for a list of court abbreviations.*

If you do not enter the docket number correctly, you will see one of the following error messages:



Simply correct the docket number and try again.

Below is what the screen will look like if you enter two docket numbers for the session:

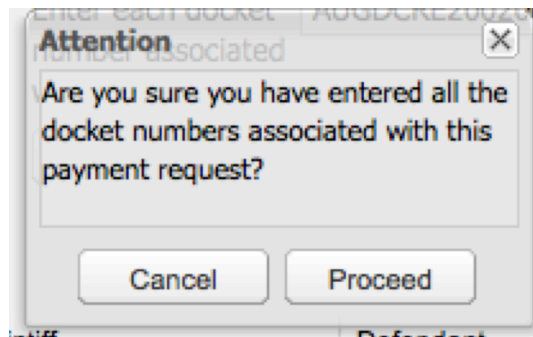
Court Docket	Title	Court Location	Plaintiff	Defendant	
AUGDCSC200200001	SALLY SMITH VS BARRY JONES	AUGUSTA DISTRICT COURT	SMITH	JONES	
AUGDCSA200500001	MARY ME VS NO WAY	AUGUSTA DISTRICT COURT	ME	WAY	

Verify the case information by looking at the party names in the “cases mediated” section of the screen. ***If you have entered an incorrect docket number, click the “remove” button located to the right of the docket number and case information.*** You can then enter the correct docket number.

HINT: to enter multiple docket numbers, after entering the first docket number and clicking on the magnifying glass, clear the docket number field by highlighting it with your cursor and clicking the delete key on your keyboard. Next, key in the next docket number and click on the magnifying glass again. Repeat this process as often as needed to enter all docket numbers for the session.

Once you have verified that the information is correct, click the “proceed to next step” button located in the lower right hand corner.

The following message will pop up:



Clicking "Cancel" will keep you on the general tab, allowing you to enter additional docket numbers. Clicking "Proceed" will bring you to the next screen. *Note: it may take a few moments for the system to process to the next screen. You may or may not see an indicator letting you know that the system is processing. Please be patient!*

For session type "no cases", you will be brought to the "Expenses" tab. See # 4 on page 39 for details.

For case types "session" and "pro bono", you will be brought to the "Mediation" tab (see below).

4. **Mediation Tab:**

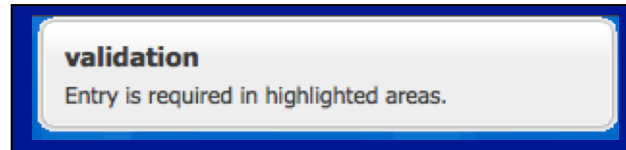
This how the Mediation tab will look if you entered two docket numbers for the session. The first case on the list of docket numbers that you entered will be the first case displayed. It will be highlighted in gray. This list will not appear if there is just one docket number for the session.

 A screenshot of the ADRIS (Alternative Dispute Resolution Information System) web application. The header shows "ADRIS" in large blue letters and "State of Maine COURTS Judicial Branch" with a logo. Below the header is a navigation bar with links: "Mediator Profiles", "Payment Requests", "Mediation Results", and "Summary Reports". The user is logged in as "Kimberly Mitchell, Mediator" with a "Logout" link. The main content area is titled "Payment Request Management" and "Edit Payment Request > 3054". There are four tabs: "General", "Mediation" (which is selected), "Expenses", and "Confirmation". Under the "Mediation" tab, there is a list of docket numbers: "AUGDCSA200500001" and "AUGDCSC200200001". The "Mediation Summary" form is displayed for the first docket number. It includes fields for: "Court Docket#:" (AUGDCSA200500001), "Plaintiff:" (ME), "Duration (minutes):" (0), "Title:" (MARY ME VS NO WAY), "Defendant:" (WAY), "Time Started:" (a dropdown menu), and "Court:" (AUGUSTA DISTRICT COURT). There are also radio button options for "Residence at Issue" (Apartment, House, Mobile Home, Other), "Mediation Session" (First, Second), and a checkbox for "Attorneys and GAL" (Attorney for plaintiff present). At the bottom right of the form is a button labeled "Save and Proceed to Next Step". The footer of the page reads "Alternative Dispute Resolution Information System | Maine Judicial Branch © 2010".

Once the required fields are entered for the first docket number, you can click on the other docket number(s) to complete the report for that docket number.

Note: some mediation details must be completed before you can save the report and process the payment request. These fields are indicated below.

If you have failed to enter all of the required mediation details, this error message will appear at the top of the screen:



The area(s) missing information will also be underlined in red. Enter the required information to proceed with the submission of the payment request.

For instructions on entering the details for a Small Claims mediation, please turn to page 22.

For instructions on entering the details for a FED mediation, please turn to page 28.

4) Entering Expenses

Expenses that will be entered include mileage, parking, and tolls. The steps for entering expenses are listed below. If you do not have any expenses associated with a payment request, click “Save and Proceed to Next Step” to go to the “Confirmation” tab (see page 42).

The screenshot shows the 'Payment Request Management' interface. At the top, there's a blue header with 'Payment Request Management'. Below it, a yellow bar says 'Edit Payment Request > 4480' with a 'back to results' link. There are four tabs: 'General', 'Mediation', 'Expenses' (selected), and 'Confirmation'. The 'Expenses' tab is active, showing three sections: 'Mileage Expenses', 'Other Expenses', and 'Receipts'. The 'Mileage Expenses' section has a table with columns 'To', 'From', and 'Mileage'. Below the table are 'Add leg' and 'Remove leg' buttons. The 'Other Expenses' section has a table with columns 'Description' and 'Amount', and 'Add Item' and 'Remove Item' buttons. The 'Receipts' section has instructions and an 'Upload' button. At the bottom right, there's a 'Save and Proceed to Next Step' button, which is highlighted by an arrow from the text above.

NOTE: Do not add expense information if you are saving your payment request in “drafted” status for completion at a later date. The expense information is not saved for a payment request left in “drafted” status (you would need to enter it again later).

A) Mileage Expenses

Begin entering mileage by clicking the green “add leg” button to enter information in the “To”, “From” and “Mileage” areas.

This is a close-up of the 'Mileage Expenses' section. It shows three input fields: 'To', 'From', and 'Mileage'. The 'To' field is highlighted with a red border, indicating it's a required field. Below the 'To' field is a green 'Add leg' button and a red 'Remove leg' button. The 'Mileage' field has a value of '0'. The total at the bottom right is '\$0.00'.

Note: mileage can either be entered as round trip or as each leg of the trip.

Click the text box under “To:”. The box will turn red, indicating that this is a required field. Type the name of the court that you traveled **to** for that day. Then, click the “From” text box and type in the town that you traveled **from** (also a required field). Click on the text box under “Mileage” and enter the number of miles between the two locations (also a required field). Once you click the screen outside the Mileage Expenses box, the total will automatically upload.

If you are entering each leg of the trip, click on the “add leg” button again to add the next leg of the trip, and repeat the steps above.

NOTE: if you do not see the “add leg” button on your screen, it is likely that you are using Internet Explorer version 9 or higher as your web browser. Download, install and use the free Firefox web browser and the problem should be solved.

B) Other Expenses

Enter parking and tolls under “other expenses”. Begin by clicking the “add item” button.

Click the text box under “description” and enter a brief explanation of what the expense is for, e.g. “toll to Portland from Augusta”, “parking in Lewiston”

Click in the text box under “amount” and type in the total amount for that expense. Click somewhere outside of the Other Expenses box to have the total automatically upload.

If you have more than one expense for this payment request, click on the “add item” button again to add your next item. Repeat the steps above.

C) Receipts

An individual expense that totals \$5 or more requires that a receipt be submitted to the Administrative Office of the Courts.

You can scan your receipts into your computer and upload them to ADRIS. **Note: if you have multiple receipts to submit for one payment request, scan them into one document.** (You can upload only one receipt file per payment request.) The file format (document type) must be a PDF.

If you are not able to scan your receipts, please collect your receipts and submit them for reimbursement on a quarterly basis to the Administrative Office of the Courts. Log the expense on the new expense voucher form to be provided, and mail the voucher and receipts to the CADRES office at the AOC.

DO NOT ENTER EXPENSES INTO ADRIS FOR RECEIPTS THAT WILL BE MAILED TO THE AOC. ADRIS will not allow the expense to be processed without the receipt having been scanned and uploaded.

Once you have scanned and saved your receipts to your computer, click the “Select File” button in the receipts section of the expense screen to select the file that you want to upload:

Receipts

Eligible reimbursements for \$5.00 or more require a receipt. Please scan your receipts and upload them here.

Upload:

If unable to scan, please collect your receipts and submit them for reimbursement on a quarterly basis to the Administrative Office of the Courts.

Mailing Address: Maine AOC PO BOX 4820 Portland ME 04112-4820

The file will automatically upload (and you may or may not see a message that indicates the file is uploading). You will know the upload is complete when the name of the file appears in the window next to “Upload.”

After entering all of the expense information associated with the payment request, click the “Save and Proceed to Next Step” button.

Note: if you do not want to confirm and submit your payment request you can return to submit it at a later date. Either click one of the links to the other sections at the top of the page to navigate to another area, or log out. HOWEVER, any expense information that you have entered will not be saved if a payment request is left in “drafted” status and you will need to re-enter that information before submitting your request at a later date.

To review and confirm your request once saved, refer to the “Reviewing, Accessing & Editing Existing Payment Requests” section on page 44.

5) Confirming Your Payment Request

Once you are certain that all mediation details and expenses have been entered for the payment request, you are ready to confirm the request and submit it for payment.

When you click the “Save and Proceed to Next Step Button on the Expenses tab, you will be brought to the Confirmation tab:

Payment Request Management

Edit Payment Request > 3319 [back to results](#)

General Mediation Expenses **Confirmation**

Payment Voucher Summary

Grand Total:	\$86.40	Vendor Code:		Submission Date:		Session Fee \$60.00
Pay To:	Kimberly Mitchell 123 Easy Street Bethel, ME 04000					Mileage Expenses \$26.40 Other Expenses \$0.00

Court Docket	Title	Court Location	Plaintiff	Defendant	
AUGDCSC200200001	SALLY SMITH VS BARRY JONES	AUGUSTA DISTRICT COURT	SMITH	JONES	Remove
AUGDCSC200300091	PETE SMITH VS GLENDA WHYNOT	AUGUSTA DISTRICT COURT	SMITH	WHYNOT	Remove

Submit Payment Request

☐ I certify that payment has not been received already for the services described in this payment request. The descriptions of services provided and expenses incurred are true and correct. I further certify that my billing is in accord with the applicable regulations.

Submit For Approval

Unlocked (Drafted) Print

You will see a list of the case(s) entered, including the docket number, case title and court location, as well as the payment details.

Note: this screen is similar for each case type selected and will display the appropriate fee accordingly. If your session type is “no cases”, the court docket and title sections will be blank.

If the amount of the session fee is incorrect, you have selected the incorrect “session type” on the General tab. Click the General tab to navigate back to that screen and correct it. **DO NOT** use the browser’s back arrow or button to navigate back.

Once you have corrected the session type, click either the “Save and Proceed to Next Step” button or the Confirmation tab to navigate back to the Confirmation tab. It may take a few moments for the fee to update - please be patient!


Review the information listed on the screen before submitting the payment request for approval. **Once you submit the request you will not be able to edit any of the information without contacting the administrator.**

Once you have confirmed that all the information is correct and in accordance with applicable regulations, when you are ready to submit the request for approval, click on the check box in the Submit Payment Request section, and then click on the “Submit For Approval” icon:

Check box

Submit Payment Request

☐ I certify that payment has not been received already for the services described in this payment request. The descriptions of services provided and expenses incurred are true and correct. I further certify that my billing is in accord with the applicable regulations.

 Submit For Approval

Once you have submitted the request the following message will appear:

Select action

Back to payment requests list

Create new payment request

Cancel

DO NOT SELECT ONE OF THE ACTIONS UNTIL THE REQUEST YOU JUST SUBMITTED HAS COMPLETED SAVING. The screen will “grey out” and you will see a “spinning wheel” while the case is saving.

Selecting the first button will bring you to your list of drafted payment requests (if you have any in “drafted” status)

Selecting the second button will bring you to a new payment request screen, allowing you to create a new payment request.

Selecting the “cancel” button will leave you on the Confirmation tab of the request you just submitted. **NOTE:** selecting the “Cancel” button DOES NOT cancel the submission of the payment request.

6) Reviewing, Accessing & Editing Existing Payment Requests

Review of links:

The screenshot shows the top navigation bar of the ADRIS system. The bar has a blue background with the 'ADRIS' logo on the left and the 'State of Maine COURTS Judicial Branch' logo on the right. Below the logo is a white navigation menu with links: 'Mediator Profiles', 'Payment Requests', 'FDP Mediation Results', 'CADRES Mediation Results', 'FDP Reports', and 'CADRES Reports'. On the far right of the menu is the user name 'Kimberly Mitchell, Mediator' and a 'Logout' link. Four arrows point from the 'Payment Requests', 'CADRES Mediation Results', 'FDP Reports', and 'CADRES Reports' links to four separate instructional boxes below.

Mediator Profiles:
Click here to review and/or update your profile.

Payment Requests:
click here to review the status of submitted requests, edit requests, or submit an existing request for payment.

CADRES Mediation Results: click here to review a report of your mediation results (for finalized requests).

CADRES Reports: click here to view a summary report of all mediation reports that you have submitted (finalized requests).

In the “Payment Requests” section, you can review all payment requests that you have entered.

Find existing payment requests by clicking the “Payment Requests” link at the top of the screen, or the “Review Existing Requests” link in the Payment Requests box:

The screenshot shows the main dashboard of the ADRIS system. The header is the same as in the previous image. Below the header is a large blue area with the 'ADRIS' logo and the subtitle 'Alternative Dispute Resolution Information System'. There are four white boxes with icons and text: 'Profile Management' (briefcase icon), 'Payment Requests' (stack of money icon), 'Mediation Results' (typewriter icon), and 'Reports' (bar chart icon). The 'Payment Requests' box contains two links: 'Submit a New Request' and 'Review Existing Requests'. An arrow points from the 'Payment Requests' link in the top navigation menu to the 'Payment Requests' box. Another arrow points from the 'Review Existing Requests' link in the 'Payment Requests' box to the text 'Find existing payment requests...'.

ADRIS
Alternative Dispute Resolution Information System

Profile Management

Start here to update your mediator profile, including name and mailing address, with the Maine Judicial Branch.

[Edit My Profile](#)

Payment Requests

Start here to submit a new request or review your payment request history.

[Submit a New Request](#)
[Review Existing Requests](#)

Mediation Results

Start here to review the details of mediation outcomes.

[FDP Mediation Results](#)
[CADRES Mediation Results](#)

Reports

Start here to run reports.

[FDP Reports](#)
[CADRES Reports](#)

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The screen to review payment requests will look similar to this:

Browse payment requests by one or more of the options displayed in this row.

Information specific to each payment request is displayed below this row.

Click on this icon to begin a new payment request.

Click on either the PDF or Excel Icon to download a copy of the requests being browsed.

A summary of the payment requests that you have drafted (if you have any with a status of “drafted”) will be displayed on this screen. You can browse the payment requests by status, date range, case type, session type and court.

This screen will also display information that is specific to each payment request created: Status, Mediator, Submitted Date, Approved Date, Processed Date, Case Type, Session Type, Court, and Session Fee.

Additional features on this screen include a button to submit a new payment request, and the ability to download a PDF document or Excel spreadsheet of the requests that you are browsing.

A. Browse Payment Requests by Status

A payment request will have one of four status types: Drafted, Submitted, Approved or Processed.

Drafted: the payment request has been entered into ADRIS and saved, but has not been confirmed and submitted for payment.

Submitted: the payment request has been submitted for payment and is waiting for approval by the CADRES Director.

Approved: the payment request has been approved by the CADRES Director and is waiting to be processed by the Judicial Branch’s Office of Finance and Accounting.

Processed: the payment has been approved by the Judicial Branch’s Office of Finance and Accounting and sent to the Office of the State Controller for payment.

When you first go to the Review Payment Requests screen, the default setting is to display any payment requests with a status of “drafted”. You can search by one or all of the status types. To select the status type you would like to review, click the down arrow in the status type box and highlight the desired choice.

You can enter a date range, if desired. Do not enter a date range if you would like to review “all request statuses”. To do this click the calendar icons in the “From” and “To” boxes, located to the right of the status type, or type in the dates.

After choosing the status type and date range (if desired), click the “Apply” button to apply your selection to the search request.

B. Browse Payment Requests by Case or Session Type or Court Location

You also have the option of browsing payment requests by case or session type and/or court location.

To refine your search by one or both of these options, click on the down arrow next to the corresponding box and make a selection from the drop down list by clicking on it:

Payment Request Management

Browse Payment Requests - (0 results found)

Processed From To All Case Types All Session Types All Courts Apply Reset

Id	Status	Mediator	Submitted	Approved	Processed	Case Type	Session Type	Session Fee
<div> <div>Click on the down arrow in the Courts box to display the drop down list. Choose a court by clicking on it.</div> <div> All Courts Androscoggin County Superior Court Aroostook Superior Court (Caribou) Aroostook Superior Court (Houlton) Augusta District Court Bangor District Court Belfast District Court Biddeford District Court Bridgton District Court Calais District Court Caribou District Court Cumberland County Superior Court Dover-Foxcroft District Court Ellsworth District Court </div> </div>								

Once you have made your selections for Mediation type and/or Court Location, click the “Apply” button to apply your selections to the search request.

C. Refine the Columns Displayed on the Browse Payment Requests Screen

When navigating to the Browse Payment Requests screen, the default columns pictured below are displayed:

ADRS

State of Maine COURTS Judicial Branch

Mediator Profiles | Payment Requests | Mediation Results | Summary Reports

Kimberly Mitchell, Mediator | Logout

Payment Request Management

Browse Payment Requests - (0 results found)

Processed From To All Case Types All Session Types All Courts Apply Reset

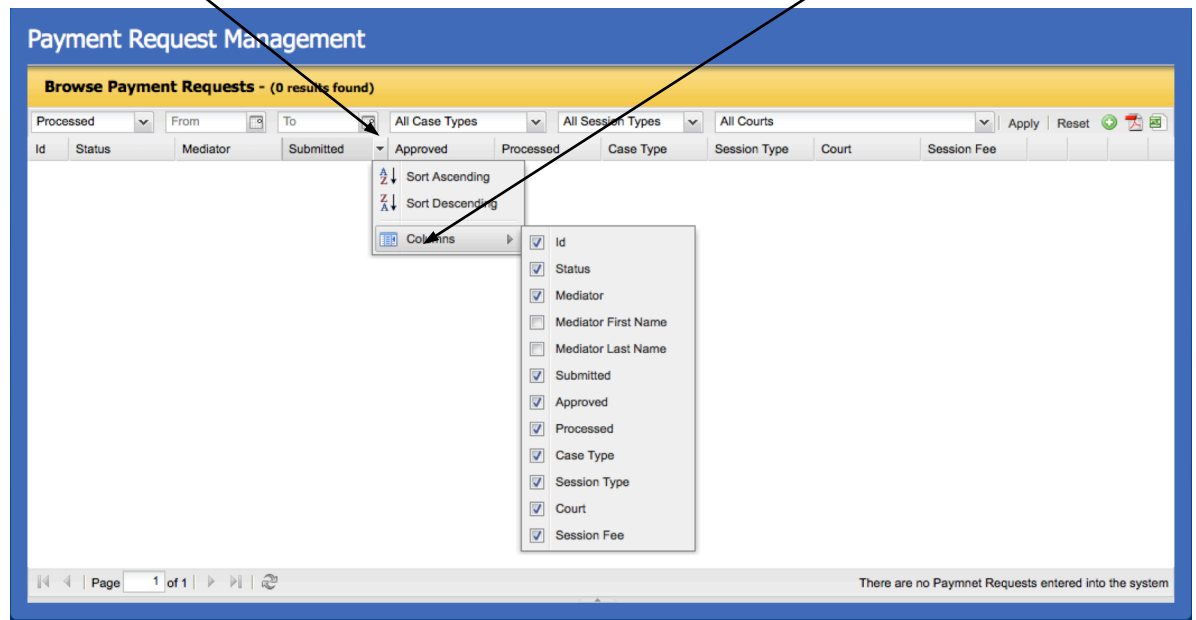
Id	Status	Mediator	Submitted	Approved	Processed	Case Type	Session Type	Court	Session Fee
<div> <div>There are no Payment Requests entered into the system</div> </div>									

Page 1 of 1

Alternative Dispute Resolution Information System | Maine Judicial Branch © 2010

Note: the “Id” is the Payment ID Number assigned to the payment request. You can use this to identify and track the progress of a particular payment request.

You can change the columns that are displayed by clicking the down arrow on one of the columns already displayed, then click on the columns icon to display the column choices:



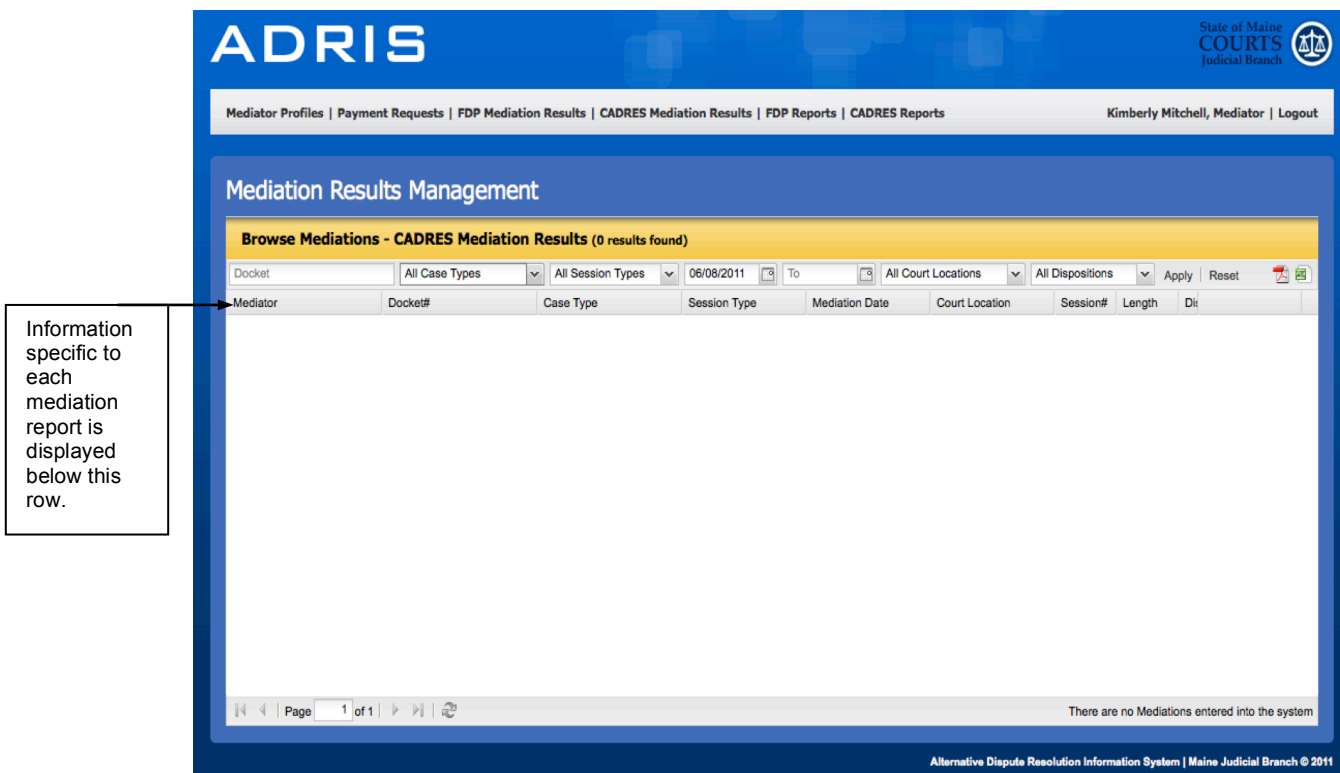
To display a column check the box next to it. To remove a column from the display, remove the check mark.

IV. MEDIATION RESULTS

This section allows you to view a detailed report of your mediation data. To begin, click on the “CADRES Mediation Results” link in the Mediation Results box or at the top of the screen:



You will be brought to the “Mediation Results Management” screen:



A summary of the mediation reports that have been entered **and processed for payment** will be displayed on this screen. Information from reports that are still in draft, submitted or approved status will not be displayed. You can

browse the mediations by case type session type, date range, court location and disposition.

This screen will also display information that is specific to each mediation report entered. The information displayed is: mediator, docket #, case type, session type, mediation date, court location, session #, length, and disposition.

1. Browsing Mediation Results

You can browse your mediation results by making selections in one or more of the filter options displayed below, or you can leave them at the default settings that are pictured below (*note: the date filters are the mediation dates; the "from" date will display last week's date as the default*):

To refine one or all of the filters, click on the down arrow and make the appropriate selection from the dropdown list(s):

ADRIS State of Maine COURTS Judicial Branch

Mediator Profiles | Payment Requests | FDP Mediation Results | CADRES Mediation Results | FDP Reports | CADRES Reports Kimberly Mitchell, Mediator | Logout

Mediation Results Management

Browse Mediations - CADRES Mediation Results (0 results found)

Docket: All Case Types All Session Types 06/08/2011 To All Court Locations All Dispositions Apply Reset

Mediator: Dc: ☐ Family Matters ☐ FM Post-Judgment ☐ FM Motions ☐ Small Claims ☐ FED ☐ SC&FED

Mediation Date Court Location Session# Length Di

Page 1 of 1

There are no Mediations entered into the system

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ADRIS State of Maine COURTS Judicial Branch

Mediator Profiles | Payment Requests | FDP Mediation Results | CADRES Mediation Results | FDP Reports | CADRES Reports Kimberly Mitchell, Mediator | Logout

Mediation Results Management

Browse Mediations - CADRES Mediation Results (0 results found)

Docket: All Case Types All Session Types 06/08/2011 To All Court Locations All Dispositions Apply Reset

Mediator: Docket# Case Type Session Type Mediation Date Court Location Di

☐ Resolved ☐ Partially Resolved ☐ Unresolved ☐ Unfinished

There are no Mediations entered into the system

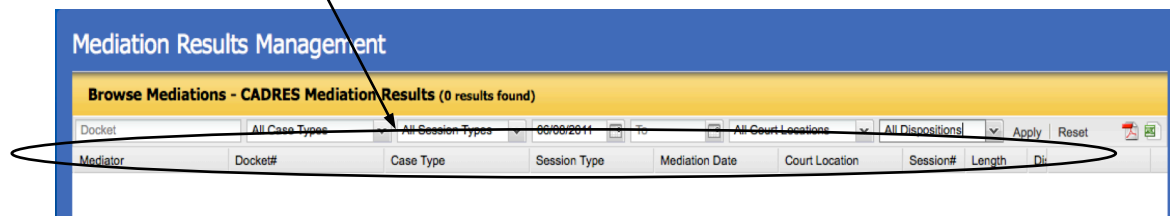
Alternative Dispute Resolution Information System | Maine Judicial Branch © 2011

You can also select a date range. To do this you can click on the calendar icons in the “From” and “To” boxes, located to the right of the session type, or key in the dates.

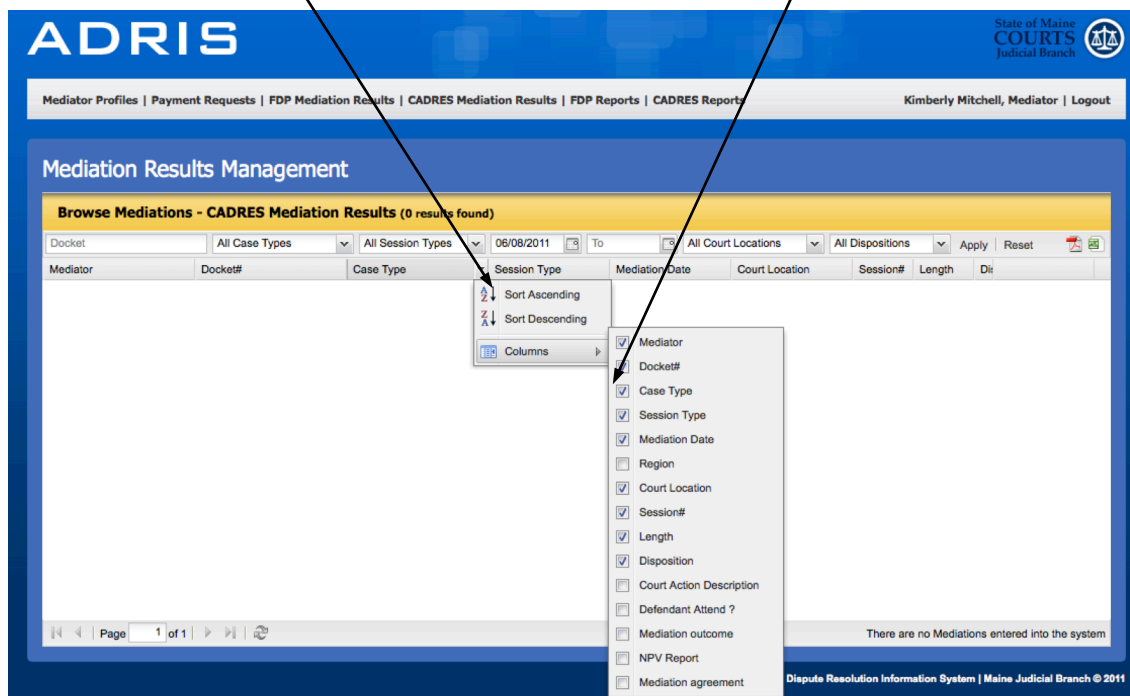
After choosing the desired search parameters and date range, click on the “Apply” button to apply your selection to the search request.

2. Refining the Columns Displayed on the Browse Mediation Results Screen

When navigating to the Browse Mediation Results screen, the default columns pictured below are displayed:



You can change the columns that are displayed by clicking on the down arrow on one of the columns displayed, and then click on the columns icon to view the column choices:



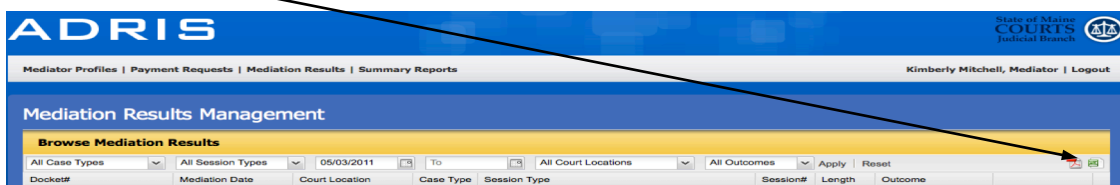
To display a column, put a check mark in the box next to the label. To prevent the display of a column, remove the check mark. See the next page for an explanation of each of the columns and what they represent.

Note: you should first perform a search using the default columns displayed, and then refine the search to display the desired columns.

3. Column Explanations

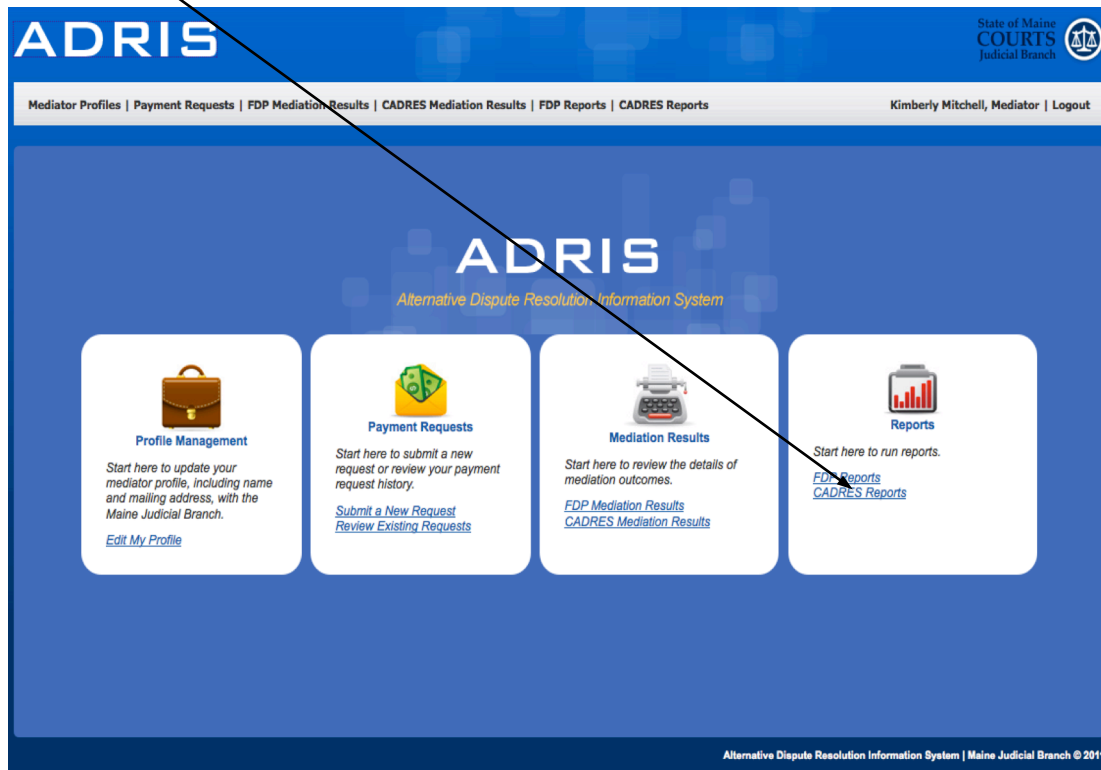
1. Mediator – Mediator's name.
2. Docket# - docket number assigned to each case; what identifies the case at the court and in MEJIS.
3. Case Type – FM, FM Post Judgment, FM Motions, SC or FED
4. Session Type - Session, No Show, No Cases or Pro bono
5. Mediation Date - date the mediation took place
6. Region - applies to Foreclosure case types only
7. Court Location - court where the case way filed
8. Session # - indicates whether the 1st, 2nd, 3rd mediation session
9. Length – length of the mediation session, in minutes.
10. Disposition - Resolved, Partially Resolved, Unresolved, Unfinished
11. Court Action Description - applies to Foreclosure case types only
12. Defendant attend? - applies to Foreclosure case types only
13. Mediation Outcome - applies to Foreclosure case types only
14. NPV Report - applies to Foreclosure case types only
15. Mediation Agreement - applies to Foreclosure case types only

Once you have the results from the desired search request, you can download either a PDF copy or an Excel spreadsheet if desired. This option provides you with an electronic version of the information. To do this, click on either the PDF or Excel icon:

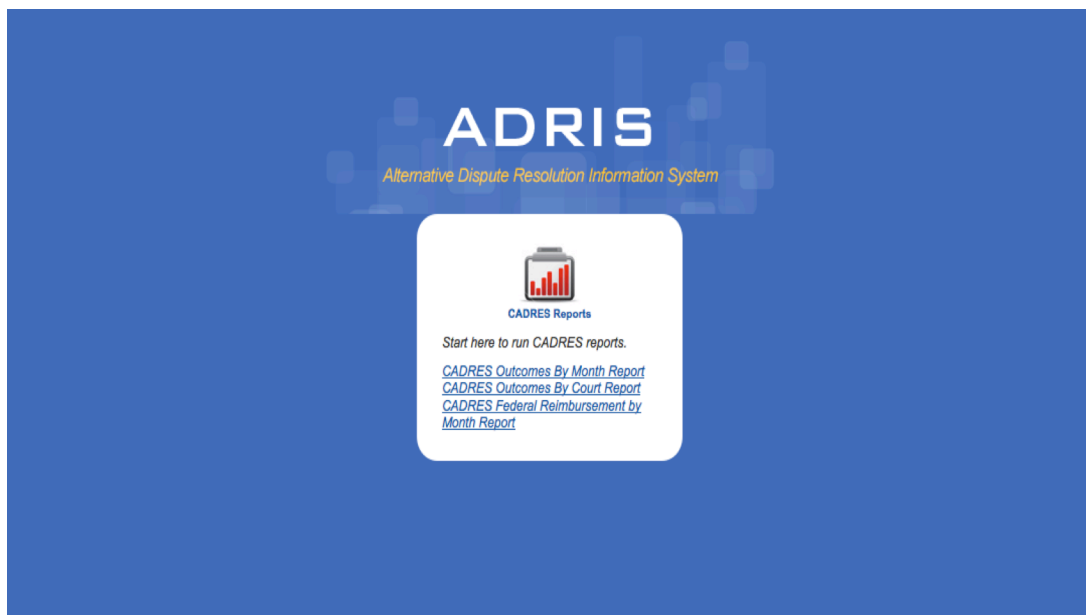


V. REPORTS

This section allows you to access three summary reports of all the mediation reports that you have entered and are processed for payment. To begin, click on the “CADRES Reports” link in the Reports box or at the top of the screen:



Next, click the link for the report that you would like to run (Note: the “Federal Reimbursement by Month” report is primarily for use by the CADRES Director).



1. CADRES Outcome by Month Report

This report will display the outcomes (dispositions) of your processed mediation sessions by month. The default date displayed is last week's date. You can edit the date range by clicking on the calendar icon or typing in the date.

CADRES Report

Outcomes By Month: Family matters 06/13/2011 To Apply

OUTCOME OF CADRES MEDIATION SESSION by MONTH for ALL FM, Jun 13, 2011, to Jun 20, 2011

ALL FM	Resolved	Partially Resolved	Unresolved	Unfinished	Total	No Show	Total with no show	No Cases
Jun '11	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0
%	0%	0%	0%	0%	100%	0%		
Ave/Month	0	0	0	0	0	0	0	0

OUTCOME OF CADRES MEDIATION SESSION by MONTH for Family matters, Jun 13, 2011, to Jun 20, 2011

Family matters	Resolved	Partially Resolved	Unresolved	Unfinished	Total	No Show	Total with no show	No Cases
Jun '11	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0
%	0%	0%	0%	0%	100%	0%		
Ave/Month	0	0	0	0	0	0	0	0

OUTCOME OF CADRES MEDIATION SESSION by MONTH for FM-Motions, Jun 13, 2011, to Jun 20, 2011

FM-Motions	Resolved	Partially Resolved	Unresolved	Unfinished	Total	No Cases
Jun '11	0	0	0	0	0	0
Total	0	0	0	0	0	0
%	0%	0%	0%	0%	100%	
Ave/Month	0	0	0	0	0	0

OUTCOME OF CADRES MEDIATION SESSION by MONTH for FM-Post Judgment, Jun 13, 2011, to Jun 20, 2011

FM-Post Judgment	Resolved	Partially Resolved	Unresolved	Unfinished	Total	No Cases
Jun '11	0	0	0	0	0	0
Total	0	0	0	0	0	0
%	0%	0%	0%	0%	100%	
Ave/Month	0	0	0	0	0	0

The default case type is Family Matters. You can change the case type by clicking on the down arrow and selecting a different case type. After making your selections, click the “apply” button to apply the changes.

Below are what the reports will look like for Small Claims and FED cases:

CADRES Report

Outcomes By Month: Small claims 06/13/2011 To Apply

OUTCOME OF CADRES MEDIATION SESSION by MONTH for Small claims, Jun 13, 2011, to Jun 20, 2011

Small claims	Resolved	Partially Resolved	Unresolved	Unfinished	Total	No Cases
Jun '11	0	0	0	0	0	0
Total	0	0	0	0	0	0
%	0%	0%	0%	0%	100%	
Ave/Month	0	0	0	0	0	0

CADRES Report

Outcomes By Month: FED 06/13/2011 To Apply

OUTCOME OF CADRES MEDIATION SESSION by MONTH for Forcible Entry and Detainer, Jun 13, 2011, to Jun 20, 2011

Forcible Entry and Detainer	Resolved	Unresolved	Total	No Cases
Jun '11	0	0	0	0
Total	0	0	0	0
%	0%	0%	100%	
Ave/Month	0	0	0	0

You can download and save a PDF copy of the report by clicking on the PDF icon located on the top right corner of the report.

2. CADRES Outcomes by Court Report

This report will display the outcomes (dispositions) of your processed mediations by court. The default date displayed is last week's date. You can edit the date range by clicking on the calendar icon or typing in the date.

ALL FM	Resolved	Partially Resolved	Unresolved	Unfinished	Total	No Show	Total with no show	No Cases
Androscoggin County	0	0	0	0	0	0%	0	0%
Aroostook County	0	0	0	0	0	0%	0	0%
Augusta	0	0	0	0	0	0%	0	0%
Bangor	0	0	0	0	0	0%	0	0%
Bath/Brunswick	0	0	0	0	0	0%	0	0%
Belfast	0	0	0	0	0	0%	0	0%
Bliddeford	0	0	0	0	0	0%	0	0%
Bridgton	0	0	0	0	0	0%	0	0%
Calais	0	0	0	0	0	0%	0	0%
Caribou	0	0	0	0	0	0%	0	0%
Cumberland County	0	0	0	0	0	0%	0	0%
Dover	0	0	0	0	0	0%	0	0%
Ellsworth	0	0	0	0	0	0%	0	0%
Farmington	0	0	0	0	0	0%	0	0%
Fort Kent	0	0	0	0	0	0%	0	0%
Franklin County	0	0	0	0	0	0%	0	0%
Hancock County	0	0	0	0	0	0%	0	0%
Houlton	0	0	0	0	0	0%	0	0%
Kennebec County	0	0	0	0	0	0%	0	0%
Knox County	0	0	0	0	0	0%	0	0%
Lewiston	0	0	0	0	0	0%	0	0%
Lincoln	0	0	0	0	0	0%	0	0%
Lincoln County	0	0	0	0	0	0%	0	0%
Machias	0	0	0	0	0	0%	0	0%
Madawaska	0	0	0	0	0	0%	0	0%
Millinocket	0	0	0	0	0	0%	0	0%
Newport	0	0	0	0	0	0%	0	0%
Oxford County	0	0	0	0	0	0%	0	0%
Penobscot County	0	0	0	0	0	0%	0	0%
Piscataquis County	0	0	0	0	0	0%	0	0%
Portland	0	0	0	0	0	0%	0	0%
Presque Isle	0	0	0	0	0	0%	0	0%
Rockland	0	0	0	0	0	0%	0	0%
Rumford	0	0	0	0	0	0%	0	0%
Sagadahoc County	0	0	0	0	0	0%	0	0%
Skowhegan	0	0	0	0	0	0%	0	0%
Somerset County	0	0	0	0	0	0%	0	0%
South Paris	0	0	0	0	0	0%	0	0%
Springvale	0	0	0	0	0	0%	0	0%
Waldo County	0	0	0	0	0	0%	0	0%
Washington County	0	0	0	0	0	0%	0	0%
Waterville	0	0	0	0	0	0%	0	0%
West Bath	0	0	0	0	0	0%	0	0%

The default case type is Family Matters. You can change the case type by clicking on the down arrow and selecting a different case type. After making your selections, click the “apply” button to apply the changes. You will need to scroll down to see the complete report.

You can download and save a PDF copy of the report by clicking on the PDF icon located on the top right corner of the report.

Appendix 1

District & Superior Court Abbreviations:

ALFSC – Alfred Superior Court	LEWDC – Lewiston District Court
AUBSC – Auburn Superior Court	LINDC – Lincoln District Court
AUGDC – Augusta District Court	MACDC – Machias District Court
AUGSC – Augusta Superior Court	MACSC – Machias Superior Court
BANDC – Bangor District Court	MADDC – Madawaska District Court
BANSC – Bangor Superior Court	MILDC – Millinocket District Court
BATSC – Bath Superior Court	NEWDC – Newport District Court
BELDC – Belfast District Court	PORDC – Portland District Court
BELSC – Belfast Superior Court	PORSC – Portland Superior Court
BIDDC – Biddeford District Court	PREDC – Presque Isle District Court
BRIDC – Bridgton District Court	ROCDC – Rockland District Court
CALDC – Calais District Court	ROCSC – Rockland Superior Court
CARDC – Caribou District Court	RUMDC – Rumford District Court
CARSC – Caribou Superior Court	SKODC – Skowhegan District Court
DOVDC – Dover District Court	SKOSC – Skowhegan Superior Court
DOVSC – Dover Superior Court	SOPDC – South Paris District Court
ELLDC – Ellsworth District Court	SOPSC – South Paris Superior Court
ELLSC – Ellsworth Superior Court	SPRDC – Springvale District Court
FARDC – Farmington District Court	WATDC – Waterville District Court
FARSC – Farmington Superior Court	WESDC – West Bath District Court
FORDC – Fort Kent District Court	WISDC – Wiscasset District Court
HOUDC – Houlton District Court	WISSC – Wiscasset Superior Court
HOUSC – Houlton Superior Court	YORDC – York District Court

County Courthouse Abbreviations:

Androscoggin = Auburn Superior Court – AUBSC

Aroostook = Caribou/Houlton Superior Court – CARSC or HOUSC

Cumberland = Portland Superior Court – PORSC

Franklin = Farmington Superior Court – FARSC

Hancock = Ellsworth Superior Court – ELLSC

Kennebec = Augusta Superior Court – AUGSC

Knox = Rockland Superior Court – ROCSC

Lincoln = Wiscasset Superior Court – WISSC

Oxford = South Paris Superior Court – SOPSC

Penobscot = Bangor Superior Court – BANSC

Piscataquis = Dover Superior Court – DOVSC

Sagadahoc = Bath Superior Court – BATSC

Somerset = Skowhegan Superior Court – SKOSC

Washington = Machias Superior Court – MACSC

Waldo = Belfast Superior Court – BELSC

York = Alfred Superior Court – YORSC